

ORLANDO DIOCESAN COUNCIL

of

CATHOLIC WOMEN

ODCCW

M A N U A L



This Manual
is dedicated to all
members
of the
Orlando
Diocesan Council
of Catholic Women.
Your generosity
has filled the lives
of many people with
hope, consolation, and
the chance for a better
life.
May peace and love
fill your life.

Revision March 29, 2022

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Orlando Diocesan Council of Catholic Women
National Council of Catholic Women

TO THE WOMEN OF THE DIOCESE OF ORLANDO

Women in any field of endeavor want and need guidelines to assist them in performing more efficiently. This Manual is a “tool” for your use. It is designed to help you in your organizations. Please use it frequently for ideas or to answer many questions which you may have.

For there to be a successful Diocesan Council, there must also be successful Deanery Councils and Parish organizations. In order to accomplish this, it is necessary that each ring follow the same plans of action.

Our duties as Catholic women, as Christian women, are to return to God a part of the good things that we receive from Him. This was a decree of Vatican II. So, under the direction and leadership of our Bishop, Spiritual Advisors, and Pastors, together we go forward to accept the challenges of today’s world.

We sincerely hope and trust that this Manual will be most valuable to you in your great apostolic works.

Respectfully,

THE ORLANDO DIOCESAN COUNCIL
of Catholic Women

DATES OF HISTORICAL NOTE

June 18, 1968	Diocese of Orlando established.
August 12, 1968	His Excellency, William D. Borders, first Bishop of Orlando, declared the ODCCW the official organization for Catholic action.
April 1969	Manual and Bylaws published for the new ODCCW.
March 1974	First revision of the ODCCW Manual and Bylaws.
November 11, 1974	Most Reverend Thomas J. Grady appointed Bishop of Orlando Diocese.
May 1979	Second revision of the ODCCW Manual and Bylaws.
March 1983	Third revision of the ODCCW Manual and Bylaws.
March 20, 1990	Most Reverend Norbert M. Dorsey appointed Bishop of Orlando Diocese.
April 1990	Fourth revision of the ODCCW Manual and Bylaws.
June 1992	Fifth revision of the ODCCW Manual.
December 1997	Sixth revision of the ODCCW Manual.
July 1, 2003	Most Reverend Thomas G. Wenski appointed Coadjutor Bishop of Orlando Diocese.
March 2004	Seventh revision of the ODCCW Manual.
November 13, 2004	Most Reverend Thomas G. Wenski appointed Bishop of Orlando Diocese
April 2010	Eighth revision of the ODCCW Manual
April 10, 2010	Bishop Thomas Wenski appointed the fourth Archbishop of the Province of Miami by Pope Benedict XVI
October 23, 2010	Bishop John Noonan named the fifth bishop of the Diocese of Orlando
April 2013	Ninth revision of the ODCCW Manual
March 2020	Tenth Revision of the ODCCW Manual
March 2022	Eleventh Revision of the ODCCW Manual

ESTEEMED LIFE MEMBERS

1999	Toni Horvath (Deceased) Toni Schoebert (Deceased)	2011	Rita Billingsley
2000	June Sayers (Deceased) Lillian Farrington (Deceased)	2012	Valerie Callan (Deceased) Peg Middleton (Deceased)
2001	Kathy Bonner	2013	Shirley Buckler (Deceased) Dottie Jensen
2002	Ellen Bachman Winkie LeFils	2014	Rose Bellinger Mary Cook (Deceased)
2003	Julie Drake	2015	Jenny Shoemaker Catherine Messina
2004	Kathleen Hanrahan	2016	Mary Wortman (Deceased) Josephine Hodgins-Bidwell
2005	Jean Hayes (Deceased) Norma Green (Deceased)	2017	Karen Hill
2006	Ginny Loso (Deceased)	2018	Linda Clark
2007	Susan Harting Lu Hunter (Deceased)	2019	Gwen Allen Rose Ferraro
2008	Faye Johnson (Deceased) Libby Schmidt (Deceased)	2020	Judy Knowles Nan Parratto-Wagner
2009	Marie Street Virginia Lewis	2021	Anne Horschel Carol Treadway
2010	Laurel Burns Mary Farrell (Deceased)		

HONORARY LIFE MEMBER

Jane Quinn (Deceased)

PAST PRESIDENTS

ST. AUGUSTINE/ORLANDO DIOCESE

Marie Callahan
(Deceased)

Jane Lake
(Deceased)

Toni Schoebert
(Deceased)

ORLANDO DIOCESE

June Sayers (1968-70) (Deceased)
Marge Kaylos (1970-72) (Deceased)
Winkie LeFils (1972-74)
Cris Halsema (1974-76)
Nancy Brockman (1976-78)
Jean Hayes (1978-80) (Deceased)
Toni Horvath (1980-82) (Deceased)
Julie Drake (1982-84)
Ellen Bachman (1984-86)
Kathy Bonner (1986-88)
Dorothy Downey (1988-90)
Faye Johnson (1990-92) (Deceased)
Ginny Loso (1992-94) (Deceased)
Rita Billingsley (1994-96)

Karen Hill (1996-98)
Shirley Buckler (1998-00) (Deceased)
Mary Cook (2000-02) (Deceased)
Rosi Schuhmacher (2002-04)
Sue Miller (2004-06)
Peg Middleton (2006-08) (deceased)
Susie Harting (2008-10)
Gwen Allen (2010-12)
Kathy Kirchon (2012-14) (Deceased)
Cathy Petroff (2014-16)
Mary Matheus (2016-2018)
Kathy Leigh (2018-2020)
Ginny Hagan (2020-2022)

UNITED STATES CONFERENCE OF CATHOLIC BISHOPS

United States Conference of Catholic Bishops (USCCB) (USCCB.org) programs address the spectrum of contemporary Catholic Concerns.

USCCB operates through several committees whose members are bishops. The chief task of the committees is to prepare proposals for action by the body of bishops. The United States Conference of Catholic Bishops committees recommend policy to the body of bishops and review activities concerning communication, education, social development, and world peace.

USCCB is an evolving body with changes in structure and function occurring frequently to meet new or anticipated needs.

The National Council of Catholic Women (NCCW) (NCCW.org) holds an observer status on the USCCB. It is one of the few organizations allowed this privilege.



FLORIDA CONFERENCE OF CATHOLIC BISHOPS

On March 19, 2012, the bishops of the Florida Catholic Conference (FCC) established the Florida Conference of Catholic Bishops (FCCB) (FLACCB.org), a new corporation under which they will carry out policy and advocacy activities related to state and federal legislation and agencies of government. The archbishop and bishops of the seven (arch) dioceses in Florida constitute the board of directors of both entities.

The FCCB speaks for the Church in matters of public policy and serves as liaison to the executive, legislative and judicial branches of government. It works with the state and federal legislatures and administrative agencies, as well as other non-Catholic groups.

NATIONAL COUNCIL OF CATHOLIC WOMEN (NCCW)

MISSION STATEMENT

“The National Council of Catholic Women (NCCW) (NCCW.org) acts through its members to support, empower and educate all Catholic women in spirituality, leadership and service. NCCW programs respond with Gospel values to the needs of the Church and society in the modern world.”

NCCW is:

- A nationwide federation in the United States of Catholic women and their organizations.
- A federation of affiliated parish, diocesan, state, and national organizations with vast memberships.

NCCW is an affiliate of the World Union of Catholic Women’s Organization (WUCWO) (WUCWO.org), which unites Catholic organizations of women globally.

The OBJECTIVES of NCCW are:

- To unite Catholic organizations and individual Catholic Women of the United States.
- To develop their leadership potential.
- To motivate and to assist them to act upon current issues in the Church and society.
- To be a medium through which Catholic women may speak and act on matters of common interest.
- To be a representative Catholic women’s body to relate to other national and international organizations in the solution of present-day problems.

Objectives continued:

Taking the directive of Vatican Council II as its own the NCCW has three (3) program commissions:

1. Spirituality (which includes Legislative/Advocacy Committee)
2. Service
3. Leadership

Through these commissions:

- Study and action programs and projects are developed and promoted.
- Programs are communicated through the network of counterpart commissions in the Arch/ Diocesan councils and affiliated organizations to the membership.

Affiliated organizations may interpret these general directives and statements into action that is pertinent to the needs of their communities and to the desires and abilities of their members.

STRUCTURE

***** NCCW ***** FCCW ***** ODCCW *****

- Delegates, the governing body of NCCW, assemble at National Conventions which are held annually.

The NCCW Board of Directors consists of the elected officers of NCCW, the immediate past president, and Province Directors. Also advisory on the board with voice but no vote is a representative of the Associates of NCCW, NCCW representative to WUCWO and an NCCW NGO (Non-Government Organization) Representative to the United Nations.

NCCW is composed of millions of concerned women working together through national commission programs that reflect current issues in the Church and society.

The Orlando Diocesan Council of Catholic Women, Inc. (ODCCW) (ODCCW.com) is a member organization of the NCCW and as such:

1. Has two (2) votes in elections that are held online and is entitled to two (2) votes at the NCCW Convention, thus having a voice in the policies of NCCW.
2. Makes use of the services of NCCW, such as its general information releases, CATHOLIC WOMAN magazine, and assistance of its officers and commission chairs.
3. Reports activities and programs to NCCW.
4. In partnership with NCCW accomplishes certain undertakings that require help and cooperation of the laity in the country.

The ODCCW is represented on the state level of the Florida Council of Catholic Women (FCCW) (FLACCW.org), Province of Miami. The FCCW Board of Directors is composed of the Presidents (or representative) of the seven (7) Arch/Diocesan Councils and Spiritual Advisors of the Province of Miami, State of Florida.

- The President/Province Director of the FCCW serves on the Board of the NCCW.
- Other officers of FCCW are: Vice-President, President/Province Director-Elect, Secretary and Treasurer.
- The elected offices are rotated among the seven (7) Arch/Diocesan Councils within Florida.
- Appointments by the President/Province Director shall include committee chairmen, Historian, and a Parliamentarian, to serve during her term of office.
- The FCCW Board serves to unite the women throughout the state in Catholic action; to reinforce and promote programs of the NCCW and to encourage legislative awareness.

The FCCW has a biennial conference.



ORLANDO DIOCESAN COUNCIL OF CATHOLIC WOMEN

ORGANIZATION STRUCTURE

Rings of Council

NATIONAL COUNCIL OF CATHOLIC WOMEN

NCCW

FLORIDA COUNCIL OF CATHOLIC WOMEN

FCCW

PROVINCE OF MIAMI

ORLANDO DIOCESAN COUNCIL OF CATHOLIC WOMEN

ODCCW

CENTRAL DEANERY	EASTERN DEANERY	NORTHERN DEANERY	SOUTHERN DEANERY	WESTERN DEANERY
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AFFILIATIONS

Affiliation (Parishes) Presidents serve on the Deanery Board.

Deanery (Sub-Divisions) Presidents serve as Vice Presidents on the ODCCW Board

Diocesan President serves on the FCCW Board.

FCCW President/Province Director serves on the NCCW Board.

DIOCESAN COUNCIL

The Orlando Diocesan Council of Catholic Women (ODCCW) is a federation of approved organizations and associations of Catholic women in the Diocese of Orlando. These organizations and associations are completely independent and retain autonomy in their own affairs.

On August 12, 1968, His Excellency William D. Borders, first Bishop of Orlando, declared the ODCCW the official organization for Catholic action. In 1974, Bishop Thomas J. Grady, as the new Bishop of Orlando, fully endorsed the Council. Today, under the Directive of Bishop John Noonan of Orlando, the women of ODCCW, are asked to participate in the needs of the times.



PROGRAM

This is the recommended program for our Diocese under the direction of our Bishop and Diocesan Spiritual Advisor. The program is made specific by the Diocesan Board of Directors through the ordinary channels of:

1. The annual Convention.
2. Communications from the Diocesan President to the Deanery and Affiliation Presidents.
3. Leadership Seminars/Workshops.
4. Programs and discussions at Diocesan and Deanery meetings.
5. The ODCCW Newsletter, the CORNUCOPIA.
6. The ODCCW Website. (<http://www.odccw.com>)
7. The Diocesan newspaper, THE FLORIDA CATHOLIC.



GOVERNMENT

The ODCCW is composed of five (5) Deaneries:

1. CENTRAL DEANERY
2. EASTERN DEANERY
3. NORTHERN DEANERY
4. SOUTHERN DEANERY
5. WESTERN DEANERY

TERMS OF OFFICE

The ODCCW is governed by a Board of Directors, which is comprised of women elected by the members of the five (5) Deaneries, as outlined in the ODCCW Bylaws.

The elected officers are President, Executive Officer, Recording Secretary, and Treasurer. The officers appointed by the President are Corresponding Secretary and Parliamentarian. ODCCW officers are elected or appointed for a two (2) year term.

The Vice Presidents are the five (5) Deanery Presidents who are elected in their respective Deaneries. They are elected at the Spring General Meeting of the election year prior to the Diocesan Convention. The Deanery Presidents are ratified at the convention. While serving as Vice Presidents they are not considered as serving an elected term on the Diocesan Board.

Each Deanery elects Diocesan Board Members at its Spring Deanery Board meeting of the election year.

- These members serve for a two (2) year term and are eligible for a second term.
- No member is eligible for more than two (2) consecutive terms, unless elected or appointed a Diocesan officer.
- In order to qualify for nomination to the Diocesan Board, a person must be active in the affiliation presenting her name, must have served two (2) years on the Deanery Board, and must have approval of her Pastor.
- She will be expected to attend all Diocesan Board meetings and must be willing to accept an office or commission chairmanship, or another appointment by the President.

- It is from the current or the newly elected Diocesan Board Members that the Diocesan Nominating Committee selects nominees to the elective offices on the Diocesan Board.
- It is from the ratified Diocesan Board Members that the Diocesan President appoints commission and committee chairmen and vice-chairmen.
- All officers, whether elected or appointed by the Diocesan President, must be from the current or newly elected members of the Diocesan Board.

The Diocesan Board of the ODCCW consists of elected or appointed officers, board members elected by their respective deaneries, Diocesan Spiritual Advisor, Deanery Spiritual Advisors, past Orlando Diocesan Presidents, and any life members of the ODCCW Board. Past diocesan presidents from other dioceses are on the board with voice but no vote.



“A person who aims at nothing has a target he can’t miss.”

Author: Unknown

“Things turn out best for the people who make the best of the ways things turn out.”

Author: Art Linkletter

“Faith is the ability to not panic.”

Author: Unknown

DUTIES OF THE DIOCESAN PRESIDENT

The Diocesan President presides at all meetings of the Board of Directors, at the annual Convention, and any special meetings.

It is her duty to appoint from the ratified ODCCW Board Members all chairmen of the commissions within one month after her election. She is an ex-officio member of these commissions and committees except the Nomination Committee.

Great care should be exercised in selecting chairs choosing them based on:

1. Proven talent in a field.
 2. Leadership ability; the ability to understand, to instruct, and to inspire others.
 3. Proven sense of dedication and time necessary to execute the job efficiently.
- ◆ The President should be completely familiar with the Bylaws of the ODCCW, FCCW and NCCW so that she can fulfill her responsibilities as President of the Board, as in assisting the Deaneries, and the affiliated organizations, as well as to the Bishop and his appointed Spiritual Advisor.
 - ◆ She represents the Diocesan Council as a voting delegate to the NCCW convention and is a member of the NCCW General Assembly. She serves on the FCCW Board of Directors and attends all meetings as called and cooperates with the NCCW and FCCW in all ways possible.
 - ◆ The President should study thoroughly all official communications and keep the Diocesan Board informed on matters regarding the NCCW / FCCW projects, plans and programs.
 - ◆ The President should meet with the retiring President immediately after her election in order to benefit from a first-hand explanation of the job and to become acquainted with past procedures and current needs until fiscal year end, June 30.
 - ◆ The Diocesan President consults with the Diocesan Spiritual Advisor on matters before presenting them to the Diocesan Board of Directors or the Convention.
 - ◆ She gives a yearly report at the ODCCW Convention, to the Bishop, as well as a report at each of the ODCCW Board meetings.
 - ◆ The President, through the Treasurer, must keep a current list on file of affiliated organizations of ODCCW.
 - ◆ The Diocesan President always stands ready to give assistance to the Deanery Presidents, Diocesan Officers, and Diocesan Commission Chairmen.

DUTIES OF THE DIOCESAN OFFICERS

THE EXECUTIVE OFFICER

- Presides in the absence of the Diocesan President
- Substitutes for the President whenever necessary and always assists the President
- Serves as coordinator of the Diocesan Commissions
- Is responsible for updating the Manual
- Renders a written report of her year's work at the annual Diocesan Convention
- Represents her Diocesan Council on the National ring as a voting delegate to the NCCW Convention.
- Succeeds to the presidency in the inability of the Diocesan President to continue in office

THE RECORDING SECRETARY

- Is responsible for the minutes of all meetings of the ODCCW Board and the Convention
- Shall send a copy of the minutes of all Board meetings to the President within ten (10) days and to all members of the Board within thirty (30) days following such meetings.
- She shall also perform other duties which evolve from her office.

THE TREASURER

- Shall be the custodian of all monies of the Diocesan Council
- Collects all dues and pays all bills with the approval of the President and keep a current account of all receipts and expenditures of the ODCCW and render such account at each ODCCW Board meeting.
- Presents all books and records for **annual** audit.
- Performs other duties which evolve from her office such as providing 990 information to the Diocesan accounting firm (LeFils & Co.) by August 30 of each year and sending annual dues notification to deaneries and affiliations. These dues are collected and recorded. NCCW dues are paid directly to NCCW by deaneries and affiliations.

THE CORRESPONDING SECRETARY

- Is appointed by the President from the qualified members of the Diocesan Board, with the approval of the Diocesan Spiritual Advisor.
- Conducts all correspondence requested by the Diocesan President. She sends notice to all ODCCW Board members of all board meetings, one (1) month prior to the scheduled date.
- Maintains a roster of the members serving on the Diocesan Board.

THE AUDITOR

- Is appointed by the President, with the approval of the Diocesan Spiritual Advisor.
- Annually audits the books of the Diocesan Council, said audit to be performed within one (1) month following the ODCCW fiscal year end.

THE PARLIAMENTARIAN

- Is appointed by the President, from the qualified members of the Diocesan Board, with the approval of the Diocesan Spiritual Advisor.
- Shall advise the President on those rules which govern parliamentary procedure during all meetings.
- Is responsible for the Rules of the Convention.
- Makes recommendations when advisable for updating the Council Bylaws and Standing Rules. Presents proposed Bylaw amendments to voting delegates at the annual convention of the odd year.

DUTIES OF A DIOCESAN COMMISSION CHAIRMAN

Each Diocesan Chairman keeps in touch with her National Chairman reporting on all the activities of the Commission in the Diocese.

In consultation with her Vice-Chairman she determines how the commission program may be best interpreted and presents it for approval to the Diocesan President and Spiritual Advisor.

Once this consultation has been held, the following steps should be taken to assure the full development of the commission and the implementation of its program focus:

1. Meet, as soon as possible, with your predecessor, to obtain the current state of your commission throughout the Diocese. (Do this by correspondence if meeting is not possible.) She should turn over to you, within thirty (30) days of your appointment, the files and records of the commission.
2. Obtain from the National Commission Chairman, through National Headquarters, suggestions and literature from which you can plan a basic program in the Commission.
3. Make use of CATHOLIC WOMAN, and other correspondence from your National Chairman.
4. Secure an accurate list of names and addresses of Deanery Chairmen. Where a Deanery Chairman is not filled, forward commission information to the Deanery President and promote an appointment of a commission Chairman.
5. Keep in close touch with your Deanery Chairmen. Be very conscientious in passing on to them any information or materials you receive from NCCW. Assist them in adapting the NCCW and ODCCW programs to their own areas.
6. Sponsor workshops or training institutes for Deanery Chairmen and urge them to arrange for workshops in the Deaneries for parish Chairmen. Make suggestions for effective functioning of the program at the annual ODCCW Convention.
7. Send questionnaires or report forms to Deanery Chairmen, to make their reporting to you easier and encourage their use. Thank them later for their cooperation.
8. Report progress of your commission at ODCCW Board meetings.
9. Keep records to turn over to your successor, including a file of letters and materials from NCCW and flash drive with necessary records. This background data will be of real value and help to her.
10. Train yourself in your commission job. You cannot give, in knowledge and information, what YOU do not have. Know thoroughly all aspects of the commission program you design, and the program material suggested by the National Chairman. Try to obtain, for your own study, the reference materials, etc., suggested. YOU must know the program so that you can answer any inquiry. Use local resources to aid you in your commission work. Use “creative imagination”, and place great dependence upon prayer, in developing your commission program.

DEANERY COUNCIL

A Deanery Council is the federation of parish organizations, and inter-parochial organizations affiliated with Diocesan Council within a given geographical area known as a Deanery.

A Diocese is divided by its Bishop, into districts or Deaneries, which are placed under the direction of a Dean.

A Deanery is a subdivision of the Diocese and NOT a separate entity. Since the NCCW is organized along Ecclesiastical lines, it is logical that the same divisions are used, i.e., Diocese, Deanery, and Parish.

The Deanery Council is the link between the Diocesan Council and the local organization. The Deanery Council affiliates with NCCW and receives direct communications and National Convention voting privileges.

The Deanery council brings the ODCCW's programs and projects approved by the Bishop or Spiritual Advisor to local groups:

1. Through Deanery Board of Directors' meetings.
2. Through Deanery open meetings, which all women interested in Catholic action are invited to attend.

GOVERNMENT

Each Deanery:

- Has its own Bylaws, its own governing Board of Directors and officers.
- Holds two (2) General meetings and two (2) Board meetings a year, in the Fall and Spring.
- Each deanery has three (3) representatives on the Diocesan Board of Directors.
- The Presidents of the Deaneries are the Vice Presidents of the Diocesan Council.

The Deanery Council serves its affiliations by constantly promoting, explaining, and interpreting the ODCCW programs through capable leadership of the Deanery Commission Chairmen and officers.

A Deanery Board of Directors should be set up according to the Deanery Bylaws and should be in accordance with the Diocesan Bylaws.

DEANERY BOARD OF DIRECTORS

The members of the Board of Directors are:

1. Deanery officers elected from qualified members as per Deanery bylaws.
2. Presidents of affiliated parish organizations.
3. Deanery Board Members – Each affiliation will elect or appoint one member. The Chairmen of all Deanery Commissions will be appointed from these Deanery Board members.
4. Deanery Spiritual Advisor.
5. Past Presidents of the Deanery.
6. Past Diocesan Presidents within the Deanery.
7. Current Diocesan Board Members from the Deanery.

Affiliation Presidents and/or Deanery Board Members should have an alternate at board and general meetings.



“If you are riding ahead of the herd, take a look back every now and then to make sure it’s still there.”

Will Rogers

DUTIES OF A DEANERY PRESIDENT

- ◆ The Deanery President is elected at the Deanery Spring General meeting of the election year. She is a Vice President of the Diocesan Council.
- ◆ As soon as possible after her election, she should appoint a Corresponding Secretary, Parliamentarian, Auditor, Chairmen and Vice-Chairman of the Commissions and Committees from current Deanery Board Members, subject to approval of the Deanery Spiritual Advisor. She is an ex-officio member of all commission and committees except the Nominating Committee.
- ◆ She must prepare a roster of these appointed Deanery officers and chairmen to present to the Diocesan President and Deanery Spiritual Advisor by September 1 of each year.
- ◆ She shall keep a current, up-to-date file, which she will turn over to her successor.
- ◆ She shall cooperate with the Diocesan President and stand ready to undertake such programs or functions as are determined by the ODCCW Board.
- ◆ She shall represent the Deanery at all official functions and keep in close touch with the activities of her Chairmen.
- ◆ She shall be responsible for scheduling the Fall and Spring Deanery meetings, arranging the program and place of meeting. She shall prepare the agenda and preside at said meetings. She should consult with the Deanery Spiritual Advisor.
- ◆ She shall attend all meetings of the ODCCW Board of Directors, attend and report to the annual Diocesan Convention, and attend the National Convention.
- ◆ The Deanery President stands ready to assist Affiliation Presidents and commission chairmen at all times, working closely with them to develop the Diocesan programs.
- ◆ She shall encourage parish organizations to affiliate. She may accomplish this by a letter to the Pastor, with a possible follow-up call, or a visit in person, by appointment. If there is an established affiliation and the name of the president is known, a letter to her, including an invitation to attend a Deanery meeting, may provoke interest.
- ◆ Perhaps an informational booklet could be prepared, or one from NCCW could be included with the letters, indicating the advantages of affiliating with the Deanery and Diocesan councils. (See benefits on Page 19.)

DUTIES OF THE DEANERY OFFICERS

VICE PRESIDENT

- Presides in the absence of the Deanery President.
- Substitutes for the President whenever necessary and always assists the President.
- She shall accept any responsibility given her by the President.
- Succeeds to the presidency in the inability of the Deanery President to continue in office.

THE RECORDING SECRETARY

- Is responsible for the minutes of all meetings.
- Shall send a copy of the minutes to the Deanery President and Deanery Spiritual Advisor within two (2) weeks after the meeting and to the entire Board within thirty (30) days.
- She shall be responsible for the roll call.
- She shall be the custodian of the permanent file of minutes during her term.
- She shall also perform other duties which evolve from her office.

THE TREASURER

- Shall collect all monies for the Deanery.
- Collects and records all dues. Contributions shall be forwarded to the recipient immediately upon receipt.
- She must have approval of the President on all expenditures.
- Shall keep a current account of all receipts and expenditures and render such account at each meeting.
- Presents all books and records for annual audit within one (1) month of the ODCCW fiscal year. Submit 990 information to ODCCW Treasurer by July 30 each year.
- Shall perform other duties as evolve from her office.

Deanery Officers Duties continued:

THE CORRESPONDING SECRETARY

- Is appointed by the President from qualified members of the Deanery Board.
- Shall send out all call to meeting notices.
- Attend to correspondence as requested.
- Keep a correct list of all affiliation officers and Deanery Board Members.
- Shall be responsible for preparing and distributing rosters.
- She shall send any changes in the roster immediately to the ODCCW Corresponding Secretary.

THE PARLIAMENTARIAN

- Is appointed by the President from qualified members of the Deanery Board.
- Shall advise the President on questions of Parliamentary Law during meetings.
- Reviews and makes recommendations for updating the Deanery Bylaws and Standing Rules. Presents proposed Bylaw amendments to voting delegates. The President conducts the voting.

THE AUDITOR

- Is appointed by the President with the approval of the Deanery Spiritual Advisor.
- Annually audit's the books of the Deanery, said audit to be performed within one (1) month following the ODCCW fiscal year end.



SUGGESTED OUTLINE FOR DEANERY COMMISSION CHAIRMEN

These suggestions will help you in your work as Deanery Chairmen. The Deanery commission is the indispensable mechanism which brings the Diocesan commission “program” to the local ring. No diocesan commission is better than the sum of its Deanery commissions.

1. Meet, as soon as possible, with your predecessor, to obtain the current state of your commission.
2. Study the work of your commission. Keep in touch with your ODCCW chairman; discuss it with your Deanery President. Talk to your Deanery Spiritual Advisor and your own pastor. Read and study.
3. Familiarize yourself with the NCCW Commission System:
 - a. National to Diocesan.
 - b. Diocesan to Deanery.
 - c. Deanery to Parish.

Your information and material will reach you through your ODCCW chairman. The results of activities and projects should be shared and reported back through rings to National.

4. Obtain a list of the affiliated organizations from the Deanery Treasurer. Request the name of the commission chairmen from each President. (Note: We respect the autonomy of each affiliated group but suggest that each appoint chairmen of all the ODCCW commissions.) The benefit of the commission needs to be marketed.
5. Explain the work of your commission where it is not being promoted. Assist the local organizations with their programs.
6. Inform the local chairman about the proposed ODCCW commission program and how it can be adapted by your Deanery, and their affiliations.
7. Keep abreast of magazine articles about your commission field. CATHOLIC WOMAN contains material and suggestions in each field. Be careful of secular magazines; be certain that anything used from these sources presents a viewpoint that is consistent with Catholic principles.
8. Submit the required annual report to your ODCCW commission chairman on or before the required date.
9. Keep records. Make a file of the names and addresses of your local chairmen. Keep a file of reports and letters from and to chairmen. Pass this on to your successor!
10. Be available to present programs at Deanery and Affiliation meetings.

THE AFFILIATION

The affiliation or parish is the most important and vital part of the organization of the NCCW, as it is the fundamental social unit on which the Church organization is based. The parish organization is the power and force that gives action to the Diocesan Council and the National Council.

The Diocesan and National Councils:

- Unite and represent Catholic Women.
- Effectively apply the principles of Catholic teaching to existing social programs.
- Represents true Catholic action.
- Membership on the Diocesan and National rings exist in the parish organization, both parochial and inter-parochial, or by individual membership in the NCCW.

BENEFITS GAINED BY AFFILIATING WITH ODCCW AND NCCW

The parish organization or group affiliation within a parish:

1. Encourages individual spiritual development.
2. Strengthens lay assistance to the clergy.
3. Participates in organized programs of study.
4. Provides members with varied opportunities to develop their talents in organized lay life of the community and the nation.
5. Spreads Catholic teaching into secular life.
6. Stimulates individuals to become better family members, more active parishioners, and better informed and alert citizens.

To assist the parish organizations to develop and carry out the work of the Church, NCCW offers something more than unity. It offers the programming services of the National Commission System, based on the information and research of the USCCB and developed through the ODCCW.

DUTIES OF AFFILIATION PRESIDENT

- ❖ It is the responsibility of the President to keep informed regarding the ODCCW.
- ❖ It is the President's duty to attend all Deanery Board and General Meetings. She should encourage all members to attend these important General meetings of the Deanery. If it is impossible for the President to attend, she is strongly urged to send a member of her affiliation to represent her and the organization, according to Deanery Bylaws.
- ❖ The ODCCW President sends a nomination form to affiliation presidents with qualifications necessary to serve on the ODCCW Board. Qualified members should be urged to serve and if necessary, elections may take place to select a nominee. It is the responsibility of the affiliation president to submit the member's name as a nominee.
- ❖ Each affiliation has two (2) voting delegates to the Deanery election meeting and the annual Diocesan Convention. Normally they are the President and Deanery Board Member.
- ❖ She must secure the Pastor's or Spiritual Advisor's approval on issues prior to meetings and notify him of such meetings.
- ❖ As soon as possible after election the President should confer with the outgoing President and make arrangements to obtain from her all the records and pertinent correspondence. These records should be studied carefully. The President should familiarize herself with these records, minutes of the past meetings, and Bylaws of the organization.
- ❖ The President should appoint the commission chairmen and vice-chairmen to correspond with Deanery and Diocesan Chairmen. It is the duty of the affiliation president to send to the deanery president the names and addresses of the affiliation officers, as soon as elected, and commission chairmen, as soon as they are appointed.
- ❖ She shall see that the chairmen get a copy of the Diocesan program for their commissions. Further information may be obtained from the Deanery commission chairman.
- ❖ Instruct commission chairmen to have a monthly written report:
 1. One (1) for affiliation secretary for files.
 2. One (1) forwarded to Deanery chairmen.
- ❖ Instruct the commission chairmen to submit their annual reports to the Deanery chairmen by the required date.

Affiliation President continued:

- ❖ You, as affiliation president, are a member of all commissions and committees except for the Nomination Committee, and should attend the meetings of the various commissions/committees whenever possible. Chairman should be allowed to perform their duties. Should they fail to function, the president must appoint a new chairman or fill the vacancy herself.
- ❖ It is the duty of the President to make an annual report on the activities of the organization to her members of the affiliation and forward it to the Deanery.
- ❖ Remember at all times you represent your affiliation. Make it proud of you. Promote the work of the Council.

MEETINGS

Incorporate some of the aims of the Diocesan program at your monthly meetings:

1. Allow five minutes of each meeting for the chairmen to explain their programs.
2. Bring members information regarding the Deanery program.

Call on your Diocesan Board Member, past Deanery or past Diocesan President, if you have one in your organization, or invite one, to inform the membership about the Diocesan news.

The success of the organization is up to you. Keep your members informed if you want an interested membership.

Your affiliation meetings will run more smoothly and rapidly if there is a knowledge of basic Parliamentary Law. A tentative time rule for a meeting has been forty-five (45) minutes for business, thirty (30) for a program, followed by socializing.

Successful Presidents should:

- Call the meeting to order on time.
- Preside and not express her opinion on any of the motions before the organization.
- Stands when speaking and sits while others are talking but doesn't leave the podium unattended. (This allows the possible loss of meeting control and lacks consideration for the membership.)
- Maintains order at all times.

The President's agenda should:

- Be carefully prepared so that all matters of concern are presented.

- A copy should be given to the Secretary to facilitate accurate minutes.
- A copy should also be given to the Parliamentarian so that she may assist the President to conduct an orderly meeting.

Proper order of motions:

- Members' questions and remarks should be addressed to the presiding officer.
- When a member rises and makes a suggestion, the president will ask her to make it in the form of a motion, so that it may be considered.
- If a member has a matter to bring before the Council she rises, is recognized, states her subject and moves its adoption.
- A second is required (unless it comes out of a committee) and the matter is open for discussion to the entire membership.
- No discussion should take place before this action occurs.
- A member may not speak twice on a motion until everyone wishing to speak has been heard.
- After sufficient discussion, the president calls for a vote and the original motion is concluded.
- If the matter cannot be finally concluded at the meeting, it may be postponed until the next meeting or another time.
- The President should not allow consideration of any matter THAT IS IN CONFLICT WITH THE BYLAWS OR WISHES OF THE PASTOR.
- Members should not talk to each other while business is being conducted.

GENERAL MEETING AGENDA

1. CALL TO ORDER
2. OPEN MEETING WITH PRAYER
3. PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA
4. WELCOME MEMBERS AND INTRODUCTION OF GUESTS
5. READING AND APPROVAL OF MINUTES
6. TREASURER'S REPORT
7. REPORTS OF OFFICERS
8. REPORTS OF COMMISSION CHAIRMEN
9. REPORTS OF SPECIAL COMMITTEES
10. UNFINISHED BUSINESS
11. NEW BUSINESS
12. PROGRAM
13. ADJOURNMENT
14. CLOSING PRAYER

PROTOCOL TIPS FOR HEALTHY COUNCILS

1. Good ethics and protocol are very important in an organization.
2. Protocol is a code of courteous conduct - an effort to show proper recognition and honor to those in positions of leadership.
3. Courtesy, regulations and laws which apply to personal conduct apply also to organizations.
4. Consideration and restraint must be practiced at all times. Matters that affect the common good of all should always be discussed in a courteous, dignified and competent way.
5. Each president, as well as all of the officers, should be familiar not only with everyday social etiquette but with Church etiquette and procedure as well. All of this will reflect on the general membership and will help to assure an efficiently conducted meeting.
6. Each organization may have several guests or speakers during the year. Before the guest arrives, the president should delegate someone to greet the guest and make him/her welcome. At the earliest opportunity, the guest should be presented or introduced to the President. Then the guest should be taken to a designated seat at the head table.
7. If there is time before the meeting begins, the guest may be introduced to some of the members.
8. Never allow guests to stand in line for refreshments; serve them, or place them at the head of the line.
9. If there is a sit-down meal, the people at the head table should be served first.
10. Compensation of time and mileage is essential.
11. The installing officer usually receives a gift from the council, but it is really a matter of individual council courtesy.
12. A "thank you" note should be written as soon as possible after the visit.
13. When members of the hierarchy are present at a luncheon, dinner, or meeting, certain rules apply:
 - a. The Bishop of the Diocese will usually be seated at the center seat, with the ranking guest seated at his right, and the presiding officer at his left. If several Bishops or officers are present, they are seated alternately to the right and then left of the Bishop of the Diocese, in descending order.

- b. The head table should never be occupied if the Bishop is to be a guest, until he is escorted to the table first, or unless the entire head table marches into the hall in body.
- c. All guests should remain standing beside their chairs until those to be seated at the head table have entered.

14. As a member of the NCCW, individually and collectively, you have many opportunities to practice courtesy, dignity, and graciousness, not only in your own affiliation, but the Deanery, the Diocese, the Florida Council, and the National Council. Your kindness and courtesy will long be remembered by all with whom you have come in contact.



GOVERNMENT OF AFFILIATIONS

Every affiliation maintains its own individuality, has its own rules, its own Bylaws, plans, projects, and programs, and has its own officers, while belonging to the Deanery and Diocesan Councils. Every affiliation participates in the council programs and projects, putting into action those Diocesan commissions which are most suitable to its needs.



IMPORTANT HINTS FOR SUCCESSFUL PRESIDENTS

1. Start meetings on time. They should be business like but friendly.
2. Keep your meetings moving. Don't get stalled on trivial things.
3. Keep reports as brief as possible.
4. Deanery and Diocesan Board Members should report activities and news. Be sure to call on them.
5. Plan for socializing and refreshments at the end of the meeting - this adds bonding between members.
6. Give members an opportunity to evaluate and make suggestions about your meetings and programs. You could have a suggestion box.
7. Keep a file of all your members: include names, addresses, telephone numbers, special interest, and talents. Use it to rotate jobs.
8. Welcome all newcomers warmly. Delegate someone to stay with them so they will not be alone; have someone pick them up; buddy system.
9. Study all resource material available to you - affiliation, deanery and diocesan bylaws; seminar and convention material; all correspondence from officers and chairs; **USE THE ODCCW MANUAL.**
10. All officers and commission chairmen should keep complete files to be passed on to each successor.
11. Seek guidance from your Pastor or Spiritual Advisor and keep them informed.
12. **PRAY** - it always helps. **DON'T WORRY** - you are going to make it!



DUTIES OF AFFILIATION OFFICERS

THE VICE PRESIDENT

- Presides in the absence of the President and conducts the meeting.
- Substitutes for the President whenever necessary and assists the President at all times.
- Shall accept any responsibility given her by the President.
- Succeeds to the presidency in the inability of the Affiliation President to continue in office.

THE RECORDING SECRETARY

- Is responsible for the minutes of all meetings.
- Shall send a copy of the minutes of all meetings to the President and the Spiritual Advisor or pastor within ten (10) days.
- Shall be responsible for the roll call and shall be custodian of the permanent file of minutes during her term of office.
- Shall deliver said files to her successor by July 1 of the election year.
- Shall also perform other duties which evolve from her office.

THE TREASURER

- Shall be the custodian of all monies of the Affiliation.
- Collects all dues and pays all bills as directed by the President.
- Keeps a current account of all receipts and expenditures of the affiliation and renders such account at each meeting.
- Presents all books and records for annual audit by July 1 each year.
- Performs other duties which evolve from her office.

Duties of Affiliation Officers continued:

THE CORRESPONDING SECRETARY

- Is appointed by the President from the qualified members.
- Conducts all correspondence requested by the President.
- May maintain a roster of all affiliation members.
- She shall send any changes in the Affiliation Officers names and/or addresses to the Deanery Corresponding Secretary.

THE PARLIAMENTARIAN

- Is appointed by the President from qualified members.
- Shall advise the President on those rules which govern parliamentary procedure during all meetings.
- Makes recommendations for updating the Council Bylaws and Standing Rules. Presents proposed Bylaw amendments for approval. The President conducts the voting.

THE AUDITOR

- Is appointed by the President.
- Annually completes audits of the books by July 31.



“The Person who can’t lead and won’t follow makes a great roadblock.”

Author: Unknown

DUTIES OF THE AFFILIATION COMMISSION CHAIRMAN

As an affiliation commission chairman, you are the vital link in the chain of action program that is the commission system of NCCW. All the programs which are developed through the selected three (3) commissions of your Diocesan Council are so developed that you, as chairman of the local parish, may put them into operation. Without the participation of local affiliations in the commission's program, all the structural organization of the National, Diocesan, and Deanery Councils would be useless.

Not only must local commission chairman put programs of action into operation, but they should ultimately, through reporting, provide new program ideas, an awareness of new commission needs, and a trained, alert, and articulate Catholic leadership for future programs.

Affiliation commission chairmen are appointed by the president of a local organization with the approval of the pastor or Spiritual Advisor and the Board of Directors. The term of the chair should be the same as that of the affiliation president.

The following are some of the duties and responsibilities of the affiliation commission chairman working for an effective local program:

STUDY

- Program material offered in CATHOLIC WOMAN magazine.
 1. Provided by the NCCW Chairman.
 2. Modified by the ODCCW Chairman.
 3. Adapted by the Deanery Chairman.
 4. Utilized by the Affiliation Chairman.
- Before beginning the task of program planning, study the commission system in general.

PLAN

- Review specific needs and resources of the parish.
- Develop an annual program or plan of action for appropriate commission.
- Consult with commission members.
- Seek approval of the president of the affiliation.
- Visit ODCCW (ODCCW.com), FCCW (FLACCW.org) and NCCW (NCCW.org) Websites.

Plan continued:

- Communicate with Deanery commission chairman frequently.
- Keep abreast of parish, community, and national resources

COMMUNICATION

1. By way of correspondence, e-mail, or telephone, the chairman should keep in touch regularly with:

- Affiliation commission members.
- Deanery commission chairman.

2. She may be asked to present a planned program or workshop in her commission at an open meeting of local council:

- A planned program should be informative and educational.
- Some different types of programs are skits, quizzes, displays, panel discussions, demonstrations, lectures, and films.
- Commission team members should be assigned specific areas of responsibility.

3. In planning future commission programs, Diocesan and National Chairmen rely heavily on the recommendations and suggestions of local chairmen. Through reporting, the local chairmen may offer new programs and projects to increase and to strengthen the effectiveness of the commission throughout the diocese and the nation. She may also call local needs to the attention of Diocesan and National Chairmen.

4. If possible, serve on a local agency or board whose work is related to your commission. The chairman who is thus participating in community affairs, must inform herself well in her own commission field and on the mind of the Church.

REPORTS

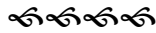
One of the most important phases of Council work is reporting, by the individual, the affiliation, the deanery, and diocesan councils to the national council.

A report contains accurate and honest facts and figures. It is sent ON TIME, and becomes a matter of permanent record, for the organizations on the affiliation, deanery, diocesan, and national rings.

The commission system sends programs and materials DOWN rings of council. Then results of the local work are sent back UP through the rings.

FOLLOW INSTRUCTIONS ON EVERY RING OF COUNCIL IN MATTER AND MANNER OF REPORTING:

1. Affiliation to Deanery.
2. Deanery Chairman compiles and sends to ODCCW Chairman.
3. ODCCW Chairman compiles and sends to the ODCCW Leadership Commission Chairman, whose responsibility it is to include the report in the annual convention folder.
4. ODCCW Chairman sends compiled report to NCCW Chairman.



COMMISSION SYSTEM

NCCW SCOPE

<u>BISHOP</u>	<u>DIOCESAN</u>	<u>DEANERY</u>	<u>AFFILIATIONS</u>	<u>INDIVIDUALS</u>
<u>AUTHORIZES</u>	<u>ADMINISTERS</u>	<u>INTERPRETS</u>	<u>ACT</u>	<u>PARTICIPATE</u>

Since 1995, NCCW’s program and advocacy initiatives have clustered around one or more of its six commissions. In 2009, the commission system was reorganized into three commissions to align more consistently with the mission statement of NCCW. The new commissions match up with current commissions:

Spirituality

Leadership

Service

In 2009, Legislative activities were part of the Spirituality Commission, but in 2015 a separate Legislative Advocacy Committee was formed.

COMMISSIONS & COMMITTEE

1. Spirituality
2. Service
3. Leadership
4. Legislative Advocacy Committee

PURPOSE OF THE COMMISSION SYSTEM

The purposes of the commission system are:

1. To promote Catholic activities.
2. To unify and coordinate programs.
3. To collect information on programs in operation.
4. To challenge and encourage participation of members to bring about a general consciousness of belonging to a united body of Catholic laity.
5. To implement Vatican II.

The commission system is important because the growth, strength, and development of the Diocesan council depend upon the efficient carrying out of its program, aided and stimulated by the National commission system.

- No affiliation is obliged to accept the entire program. Affiliations are free to continue using the former six (6) commissions, or adopt the recent three (3), or any part thereof.
- Affiliations carry out the work they have always been doing and accept that part of the Diocesan program that is approved by the pastor.
- Each affiliation has the privilege of selecting the fields of commission work in which they are most interested.

The affiliation offers the council in return for its service:

1. Its support and cooperation.
2. Its interest and enthusiasm.
3. Its participation in the council program and projects.
4. Its financial support.

SPIRITUALITY COMMISSION

The aim of the Spirituality Commission is to create a community of God's people that is educated and dynamic. The commission program of study and action in the areas of scripture, theology, and ecumenism, leads to the experience of community and of Christ's own life.

A parish is a community formed by people who share something in common and come together to form a corporate body for the purpose of sharing the expression and experience of God in their lives.

Life in a church community is not limited to purely religious activities. By contemplating His word, praying and working for His hope "that all may be one", we come to lead a truly Christian life. The Spirituality Commission works to establish such a life by its programs.

It is the role of NCCW today to prepare women to act out Christian lives in every structure of today's world. In these modern times we must have a deeper sense of responsibility, to ourselves, our families, and our neighbors.

SUGGESTIONS

1. Provide creative and meaningful prayer services at meetings and functions. Include participation of members in significant ways.
2. Encourage individuals to live the word daily in actions and in all circumstances.
3. Use our structure and line of communication to provide creative activities and opportunities to enhance our faith.
4. Create, through education, an understanding among the women of the World Union of Catholic Women's Organization (WUCWO).
5. Invite someone well versed in church music to speak to your group about the role of music in the liturgy.
6. Support and encourage retreats, charismatic services, and evangelization. Educate members about marriage encounter, Cursillos, and PreCana, including Diocesan guidelines.
7. Sponsor lectures on the Mass.
8. Schedule a demonstration on the meaning of church vestments as part of a study on Mass and sacramental.
9. Encourage support of seminarians. Educate them about council.

ECUMENISM

1. Invite input from and share with other church groups.
2. Study Judaism and other world religions.
3. Encourage Bible study groups of all ages.
4. Plan and present Days of Reflection for Women.
5. Conduct a Seder Supper during Holy Week.
6. Collaborate with the parish to host an open house and invite nearby Protestant and Jewish congregations.
7. With other denominations, sponsor a week of prayer for Christian unity during the Unity Octave in January. Prayers to be used during this week are available in a common prayer leaflet.

Resource materials are available from the NCCW office for a fee.

**SERVICE COMMISSION**

The aim of the Service Commission is to involve the members in working to answer the needs of their people.

The parish is not the only scope of the group. It is the work of the Service Commission to create a physical and social environment in which the true sense of community is more easily realized. We are obliged to share our abundance with the community.

WHAT TO DO

What you do depends upon conditions your community sees, the wishes of your organization, and the cooperation of other groups.

To recognize your responsibility you should:

1. Examine needs and problems.
2. Determine priority areas of concern.
3. Determine your own and your group's capabilities and capacity for involvement.
4. Act! Undertake a program to make life better.
5. Encourage participation in the ODCCW Personal Development Seminars.
6. Support programs on Women's Concerns such as domestic violence - NCCW pamphlet "Women Healing the Wounds".
7. Support NCCW projects.

These programs are suggested as they are needed in most communities:

- ★ Sponsor a consumer education program or discussion group for your entire parish or community.
- ★ The poor, in particular, are the victims of such unfair practices. Set up a program to teach them buying techniques whereby they will not be misled and will make the best use of their money.
- ★ Volunteer transportation to those who are in need. Offer to read to the sick or the elderly. Make our older and infirm citizens feel wanted and needed in the organization. Provide opportunities for them to be of service and to share their knowledge/experience with us.
- ★ Answer calls to various service organizations, such as Catholic Relief Services (CRS), Catholic Charities, St. Vincent de Paul, and Cross Catholic Outreach. Become volunteers for the hospitals and offer your help as a group.
- ★ Promote safety programs in the home and community.

The Service Commission asks only that you give yourself to other people so that they may share more fully in the community.

One facet of the Service Commission is to assist families and community in achieving truly Christian principles in those areas that pertain to the welfare of all families. Its programs are concerned with child and parent education, preservation of family unity, sex education, preparation for marriage and parenthood, care for the aged, and religion in the family. By servicing the family and community, the Service Commission is servicing the whole of society.

The following are only a few suggestions of how you might undertake this work:

1. Encourage members to celebrate liturgical season with their families. Plan programs for family celebrations of Advent, Christmas, Epiphany, Lent, Easter, and other feasts and seasons.
2. Encourage family attendance at Mass.
3. Take an active interest in your parochial school programs and find ways to make Catholic education available to all families.
4. Encourage parents to give full cooperation to the Religious Education program in your parish. Offer the assistance of your group to them.
5. Invite qualified speakers to talk to the members on various subjects such as health, education, adolescence, safety and the Right to Life.
6. Help your members to be informed through books, pamphlets, articles, speakers and films on welfare policies, Medicare, Social Security and the environment. Sponsor programs on civic affairs in the county, state, nation and internationally.
7. Support the formations of a “Young Married Couples Organization” with an active involvement in parish activities.
8. Encourage the adoption of the NCCW Mothers Outreach to Mothers program.
9. Communicate with the Diocesan Family Life office and work with other ministries, such as Respect Life.
10. Offer and promote family and environmental activities in the parish and for home, community and internationally.

The Service Commission programs reflect the resolutions adopted by NCCW and ODCCW. The ODCCW Service Commission works with the Orlando Diocesan office in the area of RESPITE and other programs.

Important resource information includes:

- ★ The CATHOLIC WOMAN magazine.
- ★ National Council of Catholic Women Manual published by NCCW.
- ★ The Florida Catholic newspaper.

Another facet of the Service Commission is to awaken in all Christians a conviction of their responsibilities for international society and to create through this conviction a brotherhood of all peoples. The program of study and action is concerned with peace education for international understanding, international relief and development, hospitality to foreign students and visitors, and participation in meetings of an international nature.

The concern of the Bishops of the world for the involvement of the laity in international affairs is set forth in the Decree on the Apostolate of the Laity, Chapter III, and the Pastoral Constitution on the Church in the Modern World, Chapters IV and V.

These sections of both documents leave no doubt about the effort which is expected of mature Christians today to assure the human dignity of every creature through equal opportunity, and hopefully to secure the peace.

Specifically called for in the above documents are: Peace, education for international understanding, relief, and development, international contacts, and participation in international meetings.

Our Diocesan program for this commission covers aid to the needy at home and around the world.

We can respond through Catholic Relief Services (CRS) to the special needs of children for prompt protection and relief in times of disaster.

For practical and immediate action, let us use the WORKS OF PEACE program:

HELP-A-CHILD

MADONNA PLAN

CHILD-IN-NEED

WATER FOR LIFE

REFUGEE WOMEN EMERGENCY FUND

Send all WORKS OF PEACE monetary donations through the deanery and diocesan treasurers. The donations will then be sent to WORKS OF PEACE.

Choose a specific area which you wish to help, such as our Sister Diocese.

Many foreign college and university students attend schools in the Diocese. Plan a program of hospitality for foreign students. Obtain names of such students from the Foreign Student Advisor or Newman Club Chaplain. Located in the Diocese are Florida Southern College at Lakeland; Rollins College, Winter Park; Stetson University, Deland; Webber College, Babson Park; University of Central Florida, Orlando; FIT, Melbourne; Bethune-Cookman, Daytona Beach, and various local Junior Colleges.

Peace and Human Rights are closely connected. Encourage study groups to stimulate interest in solving the problems of our day, to bring their best efforts to a world which, more than ever before, needs the loving and intelligent service of each human being.

The opportunities for helping internationally are great, and the creation of the brotherhood of man is urgent. It is the responsibility of all Christians to meet the need.

LEADERSHIP COMMISSION

The aim of the Leadership Commission is to provide organizational development, leadership training, public relations resources and publications to ensure the successful organization and management of Council and its programs. We must help our members to develop leadership skills so that they can be leaders in our Church and in our local, state, national and world communities.

The Leadership Commission:

- Promotes sound organizational methods
- Supports Disciplined leadership
- Accents the Christian dimension of leadership

It reports its activities to the council (or ring) directly above it: from affiliations, to deanery, and to ODCCW.

The following guidelines are intended to offer suggestions for and about the Leadership Commission and each division. In local councils, only one (1) woman may be required to represent the entire Leadership Commission. This Commission includes the following divisions for which Vice-Chairmen may be appointed:

1. Membership
2. Public Relations and Publicity

3. Leadership Training
4. Ways and Means
5. Hospitality
6. Historian

To highlight the paramount role of the Leadership Commission within the structure of NCCW, the commission at each level can be described as:

- The pivot commission of basic services which is central to a smoothly operating organization.
- The engineer who provides technical skills to enable the fine vehicle that is a council or organization to run with precision and efficiency.
- The designer of vital links that enable the NCCW Federation to be welded into a strong enduring chain.
- The right hand of the president by providing support to her in defining and implementing goals, turning aspirations and inspirations into action.

LEGISLATIVE ADVOCACY COMMITTEE

Legislative Advocacy Committee provides information and techniques for influencing our government representatives on local, state and federal levels. The Legislative Advocacy Committee Chairman shall keep in touch with her counterparts on other rings of Council. It is the responsibility of each Commission Chairman to be aware of any aspects of legislative advocacy within her own program area and to work with the Legislative Advocacy Committee to address those issues.

It is the role of the Legislative Advocacy Committee Chairman to:

- Sponsor a program for voter education.
- Sponsor a program with someone from the legislature explaining how bills become law.
- How different bills are presented.
- Encourage needed action in legislative advocacy areas.

