

WOMEN OF ST. EDWARD GUIDELINES

May, 2010

A. NAME

The Women of St. Edward (WSE)
St. Edward the Confessor Church
Granville, Ohio

B. MISSION

The mission of WSE is to strengthen fellowship among the women of St. Edward Church through service to the Church and to each other, through religious and leadership programs and social activities.

C. PURPOSE

The essential and overriding purpose of WSE is to promote spirituality, service and social interaction among the women in the parish. To accomplish this purpose, this organization has the following goals:

1. To conduct business meetings and informational and/or entertaining programs monthly, September through May.
2. To support independent committees, groups, and ministries within St. Edward's parish, as well as other charitable groups/causes.
3. To raise and maintain the funds needed to support the WSE mission.

D. MEMBERSHIP

All Women of the parish, by virtue of their parish membership, are Women of St. Edward's, and are encouraged to become active participants in the ministry of this organization. No dues are required.

E. OFFICERS

Officers are elected to serve the organization for a minimum of two years. At the end of that time, officers may request to step down, at which time an election will be held - this request should be made before March whenever possible so that elections can be scheduled as covered in Section G below. Where two officers exist for a position (in WSE, offices may be shared), it would be good to have one of these officers elected each year, providing continuity. Ideally, one of the Vice-Presidents will go on to the position of President.

A brief summary of the functions of each WSE officer follows:

1. President - to help the organization understand its role within the parish, prepare and disseminate the agenda for monthly business meetings, preside at monthly business meetings, and

ensure that the Pastor, Parish Council, and other parish personnel are kept informed of all decisions and plans of the organization.

2. Vice-President - to act in the place of the President whenever the President is unavailable, take attendance at meetings, maintain contact list of members, and contact new women in WSE to welcome them and invite them to the next meeting.
3. Secretary - to record, distribute, edit and finalize the minutes of all business meetings, present minutes from previous month at each business meeting, and take care of all correspondence from the group.
4. Treasurer - to keep track of the funds of the organization, provide an itemized report of receipts and disbursements at monthly business meetings, and provide summary reports of active fundraisers at monthly business meetings.

F. COMMISSIONS

In accord with the Diocesan Council of Catholic Women, WSE recognizes the following commissions. It is our goal to encourage all members to become passionately involved in all of these works.

1. Leadership Commission - the aim of this commission is to provide organization development, opportunities for leadership training, public relations resources, and publications to assure the successful organization and management of WSE and its programs, and strengthen the leadership team. This commission also updates the organization's Guidelines, which will be voted upon at a WSE business meeting. This commission also encourages legislative advocacy among all members. Guided by Catholic social teaching, it assists women in understanding the legislative process, provides the skill to analyze current and proposed laws, and promotes activities that will bring about greater social and economic justice in our society at the local, state, and national level, such as support for voter registration, letter writing campaigns, and education on social issues. [This commission replaces the former Organization and Legislation commissions]
2. Spirituality Commission - the aim of this commission is to create a community of God's people that is educated and dynamic, composed of Catholic women called to discipleship and holiness who respond with personal witness and service to the Church and to the world. The commission work reinforces faith and assists in meaningful ecumenical dialogue. It offers means to enhance public and private prayer, promote sound liturgical practice that is sensitive to the cultural diversity of the Church, and provides resources for spiritual nourishment and development of the faith community. [This commission replaces the former Church commission.]

The monthly Lighthearted Scripture meetings, as well WSE support for the RCIA ministry, PSR programs, Granville Fellowship, the needs of the parish and inter-faith projects fall within the scope of this commission.

3. Service Commission - the aims of this commission include:
 - To support and enhance the importance of family life within the Church and society
 - To promote responsibility for the world community through the conviction that our wealth and resources must be shared with all peoples
 - To engage the members of the WSE in working to address the needs and concerns of individual communities within our parish.

This commission works to assist families in achieving a truly Christian life so they can carry out their responsibilities with the Church, the civic community, and the world. In response to the call for global solidarity, this commission creates awareness of the needs of women and children throughout the world. The ultimate goal of this Commission is Peace, and peace will exist when people have learned to live together as a family. This commission focuses on action that affects the life, growth, productivity and well being of all people, especially women and children and the communities in which they live. [This commission replaces the former Family Concerns, International Concerns, and Community Concerns commissions.]

WSE supports youth activities, family events, parish picnics, Heartbeats, and New Beginnings. WSE also hosts parish receptions, provides goods and services for families in need at Christmas, and works with families in need through the Bereavement and Caring Committees. WSE support for Catholic Relief Services, the Rice Bowl project, and projects in mission countries such as Uganda fall within the scope of this commission. The work done by various committees falls within this area, as they support community concerns such as soup kitchens, nursing homes, Heartbeats, New Beginnings, the Mission in Vinton County, and the work of the St. Vincent de Paul Society.

G. EXECUTIVE BOARD

The purpose of the Executive Board is to bring together key individuals in the organization who have responsibility for the activities of the group. The Executive Board consists of the following individuals:

1. All officers of the organization, as define in Section E above.
2. The chairpersons of the three Commissions, as defined in Section F above.
3. Immediate Past President - whose role is to serve as advisor to current president, facilitate the selection of the Nominating Committee, chair the Nominating Committee for the election of new officers and verify the intentions of current officers prior to annual nominations.
4. DCCW Representative - whose role is to promote activities sponsored by our Diocesan Council of Catholic Women and attend DCCW quarterly board meetings.
5. Publicity Representative - whose role is to promote our organization within the parish, assist all committees with the Publicity of WSE events, update the WSE brochure as necessary, and provide articles for the quarterly Parish Newsletter.

The Executive Board members, or their assigned representatives, are expected to be present at all monthly business meetings. The Executive Board defines a quorum to consist of three of its members, at least one of whom is an officer, preferably the President when she is available. In emergency situations, the Executive Board can be trusted to make decisions when a quorum is present.

H. NOMINATIONS and ELECTIONS:

If an election of new officers is needed in WSE, the elections will take place in April.

1. A Nominating Committee shall be selected in March and will consist of three members, one of whom will be the Immediate Past President who will chair the Nominating Committee.
2. Open offices will be announced at the March meeting.
3. Volunteers for open offices are encouraged to come forward at the March meeting and anytime prior to the April elections.
4. The Nominating Committee will present a slate of nominees at the April meeting, where voting will take place by secret ballot.
5. New officers will be installed at the May meeting of the organization.

Outgoing officers should be prepared to work with new officers during the summer months in preparation for the start of the new WSE business year in September.

I. MEETINGS

WSE meetings consist of the following:

1. Business Meetings, which are held at St. Edward Church on the first Monday of each month, September through May.
2. Lighthearted Scripture, which are held monthly, September through May, on the fourth Monday of the month.

J. COMMITTEES

The following committees are part of the WSE family:

1. Christmas Families Committee - the function of the Christmas Families Committee is to work with the Parish and the Executive Board in identifying families in need of help for Christmas, and collect and deliver the goods and services needed by those families.
2. Rosary Garden Committee - the function of the Rosary Garden Committee is to coordinate efforts needed to ensure the successful establishment and maintenance of the Rosary Garden dedicated to the memory of parishioners and their loved ones.
3. Receptions Committee - the function of the Receptions Committee is to plan, organize, and guide any receptions requested by the parish.
4. Caring Committee - the function of the Caring Committee is to coordinate bringing meals to parish families who have experienced a trauma such as hospitalization, usually through referrals provided by the Parish office.
5. Bereavement Luncheons Committee - the function of the Bereavement Luncheons Committee, which consists of seven teams, is to plan, organize and guide luncheons following funerals for parishioners of St. Edward 's parish.

K. FUNDRAISING ACTIVITIES

WSE conducts several fundraising activities throughout the year:

1. Fundraising activities sponsored by the WSE include the following:
 - Fall Fashion Show
 - Fall Festival
 - Santa's Attic Sale
 - Annual Christmas Bazaar
 - Bi-Annual Mardi Gras
 - Seasonal Flower Sales
2. Some of these fundraisers may have specific goals, while others do not.
3. In order to ensure that the organization maintains sufficient funds to meet the emergency needs of the parish, the community, or the Church in the world, at least 20% of the funds raised will be allocated to the WSE general organization fund.
4. The Financial Chairperson will ensure that proceeds from fundraising activities are counted at the end of the activity before being removed from Parish grounds. **For the protection of all involved, at least two people must be present when WSE money is collected and counted.** One of those persons should be a Financial Chairperson if available, or a designated alternate – usually the event chairperson.
5. The Financial Chairperson will ensure that fundraiser money is deposited within a reasonable time following close of activity – usually within 48 hours.
6. The Financial Chairperson will ensure that the WSE Chairperson/President is informed of event outcome within three days of close of event.

L. GUIDELINES REVIEW

The *Women of St. Edward Guidelines* will be reviewed annually in January. Revisions can be proposed at any meeting throughout the year and will be voted upon at the next meeting. Changes to the Guidelines at any time require a quorum. Any and all revisions will be added to the *Women of St. Edward Guidelines* document at the January review.