

# **Holy Family – St. Joseph’s Women’s Group**

## **St. Joseph’s Women’s Group Mission Statement**

The mission of the St. Joseph’s Women’s Group is to be a welcoming Spirit-filled, service oriented group of ladies of all ages who serve the people of Holy Family Catholic Church.

We prepare and serve funeral dinners, launder and iron altar linens. We sponsor a fundraiser every year in the fall, selling nut meats and candy, donating proceeds to many Parish groups and/or purchasing items for the Church.

We have various projects, including making purificators for the church, and making blankets for cancer survivors of the parish, our projects vary according to the needs of the parish community.

As a group we socialize usually by sharing a meal at church or going out to eat on occasion. We meet the second Tuesday of every month September through May.

Come join us for some fun – sharing ideas of the wants and needs you may have as an individual and those of our parish.

## **Constitution and Bylaws**

Adopted: Summer 2009

*Revised: August 19, 2009 - Revised and Approved September 13, 2016*

### **ARTICLE I: Name**

Section 1: The name of the organization shall be Saint Joseph’s Women’s Group.

### **ARTICLE II: Purpose**

Section 1: The purpose of the Women’s Group is to welcome all women of Holy Family Parish to join in fellowship to promote religious, educational and social activities.

Section 2: To support the parish and contribute to youth programs and other activities as needed.

Section 3: To provide the weekly care of altar linens.

Section 4: To prepare and serve funeral dinners.

### **ARTICLE III: Membership**

Section 1: Terms for Membership

A. *All* women of the parish are invited to join the organization.

B. No conditions need to be met in order to be a member of this organization.

Section 2: Dues

A. Yearly dues are \$5.00.

B. Dues to be paid in the month of September, every year, to the Treasurer.

C. Hardship waivers are granted as needed.

## **ARTICLE IV: Officers and Election**

- Section 1: The governing body of this group shall include an executive committee of four officers: the president, vice-president, secretary and treasurer.  
Honorary member if so desired, parish priest.
- Section 2: Election of all officers will be held at the May general meeting the second Tuesday of the month.
- Section 3: Nominations will be open to all members of the group. A majority vote of the membership present shall be necessary for election.
- Section 4: Terms of office – All officers shall be elected for a term of two years, and have the option to renew at the end of the two years for one more term of two years. Unless, there is interest or a nomination of another member to hold such office.
- Section 5: To assist in an orderly transition from year to year, the new officers will have a meeting as a group to go over the procedures.
- Section 6: A quorum of half (1/2) of all members shall be used in order to hold a vote.

## **ARTICLE V: Meetings**

- Section 1: This group shall meet the second Tuesday of each month (September-May) at 12:30 p.m. in the Holy Family Parish Hall, unless otherwise specified.
- Section 2: Order of meetings:
- A. Call to order – Opening Prayer
  - B. Introductions of guests/new members
  - C. Reading of the minutes of previous meeting
  - D. Treasurer's report – presentation of bills
  - E. Reading of any correspondence
  - F. Committee reports
  - G. Unfinished business
  - H. New business
  - I. Announcements
  - J. Adjournment

## **ARTICLE VI: Officer Duties and Responsibilities**

- Section 1: President
- A. Preside at all the meetings of the group.
  - B. Be the official spokesperson for the group.
  - C. Appoint and maintain special committees of the group as needed; i.e. altar linen schedule, special projects, funeral luncheon preparation.
  - D. Administer the budget with the aid of the treasurer.
  - E. Notifies members of any previously scheduled meeting changes; time, place, etc.
- Section 2: Vice-President
- A. Takes over the role of the leader in the absence of the president.
  - B. Assists the president in all areas necessary.

### Section 3: Secretary

- A. Records all business of the group, including financial report at its meetings.
- B. Renders a report of the previous minutes at each business meeting for approval and submitting a copy of updated minutes to the parish office for their records.
- C. Maintains a roster of all active members of the group; name, address, telephone number and email if available.
- D. Distribute updated membership information in a timely manner to each member of the group.
- E. Handles all correspondence of the group. (invites, thank you notes...)

### Section 4: Treasurer

- A. Maintains all financial records of the group. Responsible for checking account, deposits, writing checks, keeping cash box and disbursing monies as deemed appropriate by the group.
- B. Collects dues and provides secretary with list of paid members.
- C. Submits to members at each meeting a financial report of the group. (monies received, dispersed, ending balance). The secretary will record these figures, in minutes.

## **ARTICLE VII: Service & Activities**

### Section 1: Historical Documentation

- A. One coordinator as Historian to collect and research the beginning of the group.
- B. Collect and maintain a scrapbook of all items of interest involving the Women's group, past to present, gathering information from other members of group.
- C. Taking pictures and keeping current with the group activities.

### Section 2: Funeral Dinners

- A. Funeral Committee, one being the President, the other a member of the group.
- B. Communicate with the parish staff regarding family information, time and number of people to be served.
- C. Maintain a *call* list of all volunteers who will provide food for a funeral dinner. As funeral dinners are a big part of our ministry the women belonging to the group.
- D. Responsible to check with parish secretary regarding supplies for the service of food; utensils, plates, napkins, lemonade, etc.
- E. Call together a team of members to serve the funeral luncheon.
- F. Provide the secretary a copy of the master list, for the record, of volunteers to prepare food. Also, a menu explanation of what is served for each season. A map of the layout for placement of tables and setting of tables, and any other information needed for smoothly preparing for a funeral luncheon.

### Section 3: Altar Linens

- A. One coordinator who is the President, to keep a list and organize the people who launder the altar linens.
- B. Keeps an eye on the care and timely manner of linens being cleaned.
- C. Maintains a yearly list of months and persons responsible for caring of linens. Copy given to secretary for the permanent records.

Section 4: Fall Project – Nut Meats and Candy Sales

- A. Two coordinators one being the President, the other a member of the group.
- B. Contact with provider of merchandise to sell.
- C. Create a list of all the items to be sold.
- D. Recruit members to help with packaging and pricing.
- E. Maintain sign-up sheet for group members to sell product during weekend masses.

Section 5: Prayer

- A. One coordinator responsible for organizing opening prayer.
- B. All general meetings will be open with group prayer.
- C. Finding different group members to offer prayer.

Section 6: Good will projects

- A. Heart Warmers
  - a. Making fleece blankets for critically ill (primarily cancer patients) of the parish.
  - b. Setting a time to gather and make blankets.
  - c. Identify the need, deliver blanket.
- B. Giving Tree
  - a. Donate money; if available
- C. Children's Groups
  - a. Donate money; if available – PSR - Junior High - Vacation Bible School
  - b. Distribution of funds when needed to other organizations, voted on by group.

**ARTICLE IV: Amendments**

Section 1: To amend these by-laws there will need to be an approval of three quarters (3/4) vote by the members of the group.

*Approved by the governing body of the group on August 28, 2009 to be presented to the St. Joseph's Women's Group for approval on first meeting of the year September 10, 2009 and updated and amended at first meeting September 13, 2016.*