

# Knoxville Diocesan Council of Catholic Women

## Convention Guidelines and Suggestions

### Overview

A successful KDCCW Convention depends on coordination among many people. Both the KDCCW President and Convention Chair will spend much time coordinating the many people that are involved. These guidelines have been written as a resource in the planning of conventions. They offer suggestions but are not the only way a convention can be planned. They will assist in contract negotiations, scheduling, planning and delegating.

The host deanery of the KDCCW Convention rotates in the following order:

- 2018 Chattanooga
- 2019 Cumberland Mountain
- 2020 Five Rivers
- 2021 Smoky Mountain

The convention is normally held two (2) weeks after Easter. The date is confirmed by the KDCCW President after conferring with the Bishop, KDCCW Spiritual Advisor and the Deanery President. This date should be confirmed prior to the annual convention, so that the date for the following year's convention can be announced at the current convention.

The convention chair is appointed by the president of the host deanery in concert with the KDCCW President by April 10 of the year preceding the convention. She is notified of the dates of convention by the KDCCW President. The convention chair then becomes a KDCCW Board member. She will attend the fall and winter board meetings as well as the opening board meeting at convention.

The host deanery has the option to choose where the convention will be held, which may be outside that deanery's boundaries. The Convention Chair may add committees to help in planning the convention, such as a photographer or historian to take pictures and make a scrapbook. Several mini convention meetings should be held with the committee chairs to help coordinate their duties and stay on task. Meetings with affiliate representatives are also recommended to help each affiliate understand their responsibility with the convention. Each deanery has a unique situation, such as the number of affiliates willing to help, geography, printing cost options, etc. Adapt the convention planning to the strengths of the host deanery.

### Key People

- KDCCW Spiritual Advisor
- KDCCW President
- KDCCW Board, including the Program Chair
- Convention Chair & Committee Chairs (Treasurer; Ads, Patrons and Sponsors; Hostess; Secretary; Registration; Packet Assembly; Hospitality; Properties; Liturgy; Meals; etc.)

The Host Deanery selects the convention service project, if desired. Communicate at least 70 days before the convention to KDCCW publicity chair and email to KDCCW President for inclusion in the Convention Call Packet.

**CONVENTION**

**CHAIR &**

**COMMITTEES**

# **DEANERY CONVENTION CHAIR**

## **Overview**

### **1. KDCCW Convention Chair**

- a. Select a site
  - i. It is important to consider the local pastor if planning to use the Church and/or Parish Life Center
- b. Create a budget
- c. Form Convention Committee to include Committee Chairs
  - i. When possible, invite the incoming KDCCW President to Convention planning meetings
- d. Design logo for Convention Program after KDCCW Board selects theme
- e. Correspond and coordinate with KDCCW President
- f. Provide copy of registration form by KDCCW Winter Board meeting for review and approval before mailing, emailing or post on the website
- g. Prepare copy ready Convention Program inclusions and give to KDCCW Program Committee Chair by deadline
  - i. Detailed schedule of convention timelines (fun night, Mass times, etc.)
  - ii. List of all Convention Committee Chairs
    1. Be sure to include Publicity Chair, Program Chair, Parliamentarian and Resolutions Committee
- h. Oversee all aspects of convention
- i. Double check the hotel contract/s before getting required signatures

## **DETAILED DUTIES OF THE CONVENTION CHAIR**

1. **Select a site** - consider the following and book early
  - a. Convenient Location
    - i. Adequate parking
    - ii. Convenient to church if Mass is not held at the hotel
    - iii. Handicap accessible
  - b. Adequate Meeting Rooms
    - i. Space for approximately 150-250 people
    - ii. Is there a charge for the meeting rooms? They are usually free with at least one meal a day at the facility.
    - iii. Is the room relatively free of outside noise?
    - iv. What is the setup – round tables with chairs, classroom style, or theatre style? Tables and chairs are preferred.
    - v. Are there adequate risers for the head table/speaker area? These are required.
    - vi. Will the meals be served in the same room as the meetings? If so, what amount of time does the hotel need for setting up meals? This greatly affects the schedule of meetings and activities.
    - vii. Does the hotel provide risers, podia, easels, microphones, speaker system, screens, LCD projector, TV/VCR, computer equipment, wireless internet and a piano?
      1. Is there a charge? If so, how much? Can you bring your own?
      2. Can the hotel obtain them if they are not available?
      3. Will a staff member be available if there are any problems?
    - viii. Does the hotel have a large U.S. flag for the meeting room?
    - ix. Ice water and glasses must be provided throughout the meetings.
  - c. Commission Displays and Shrine Areas
    - i. Can be in the main meeting room if there is adequate space, in a large foyer area or in a smaller room near the meeting room.
    - ii. Rectangular display tables, usually 8' long are needed for 4 commission displays, the shrine and other tables as requested.
    - iii. Will the hotel provide skirts for the tables?
    - iv. Can objects be displayed on the walls? If so, in what manner, such as tacks, sticky stuff, etc?
    - v. Is the area for the display tables secure? This is very important!
    - vi. Are outlets available in the display area?
  - d. Meals
    - i. Banquet tables are usually round. How many are seated at a table?
      1. No more than 8 to 10 per table are preferred for comfort.
    - ii. What table linens are available? What color(s)?
    - iii. Does the hotel have centerpieces that can be used or incorporated with our decorations?
    - iv. Is there adequate space for meals?
    - v. Will we be using the meeting room?
      1. If so, what amount of set up time do we need to provide? This is very important in scheduling events.

- vi. Are the food prices reasonable?
  - 1. Consider menu selections to accommodate budget for meals.
  - 2. Friday meals must be fish or vegetarian (check with Spiritual Advisor for possible change)
- vii. What are the deadlines for meal reservations?
- viii. What is the over/under % leeway for meal planning?
- ix. Is there a variety of food choices for meals?
  - 1. Will they accommodate special dietary needs?
- x. How are meals served? Plated and served or buffet?
  - 1. Prefer to not have all buffets
- xi. If the hotel does not serve meals, do they allow or recommend a caterer?
- e. Guest Rooms
  - i. Negotiate the best room rates available with 1 to 4 people sharing a room. No extra per person charge
    - 1. Include one day before and one day after, if possible
  - ii. Block a series of rooms for convention guests to reserve
    - 1. Note the deadline for the block of rooms
  - iii. How many reservations are needed for complimentary rooms?
  - iv. Is there a toll-free number or website for making reservations?
  - v. All reservations must be made in the name of KDCCW to be included in the block of rooms at the discounted rate
  - vi. What are the check in and check out times?
    - 1. Can they be extended?
  - vii. Since the closing luncheon is usually later than the normal check out time, is there a place where luggage can be safely stored?
  - viii. Is free wireless internet available in the guest rooms and in the meeting room?
- f. Hospitality Room
  - i. Might need to use suite or take the bed out of room, if no special room is available for gathering
  - ii. May we bring in food and drinks?
  - iii. Can hospitality room be available throughout the convention?
  - iv. Are there any restrictions on alcohol?
  - v. Is refrigeration available?
  - vi. Is there an adequate amount of chairs for socializing?
- g. Mass – if celebrated at the hotel
  - i. Rectangular table is needed for the altar
- h. Miscellaneous
  - i. What deposits are required and how far in advance?
  - ii. Is a welcome sign provided?
  - iii. Area for registration and credentials
    - 1. Tables needed with chairs for registration and credentials
    - 2. Can be near the check in desk, at the entrance to the meeting room or in a separate room in the main meeting area
  - iv. Advise hotel that registration area needs to be set up and available for staffing several hours prior to the first meeting
  - v. Prepare a floor design for how the room is set up for meetings and meals
- i. The Contract
  - i. After all details are completed as outlined above

1. Get a detailed contract
2. Review it carefully
3. Communicate arrangements with the KDCCW president
4. Read and consider the entire document before having it signed
5. Meet again with the KDCCW president and facility to sign the contract
6. The KDCCW president signs the contract
  - i. Convention chair may sign the contract if 2 signatures are required
7. **Be careful in signing a contract!**

## **2. Create a Budget**

- a. Expenses are borne by registration fees, patrons, sponsors and ads
- b. The registration fee should be  $\frac{1}{3}$  to  $\frac{1}{2}$  more than the actual cost of meals and other estimated costs to cover expenses for invited guests and speakers
- c. Efforts are made to keep registration fees as low as possible while making a modest profit
- d. Estimate income and expenses by reviewing financial reports from previous conventions
  - i. Income
    1. A loan of up to \$2,500 is available from KDCCW if needed
      - i. This must be reimbursed to KDCCW
    2. A loan from the host deanery if needed
      - i. This must be reimbursed to the host deanery
    3. Registration fees
    4. Sponsors, patrons and donor ads
    5. Miscellaneous donations
  - ii. Expenses
    1. All food covered in paid registrations
    2. Motel rooms for the following unpaid guests (only for the night(s) of convention):
      - i. Bishop of the Diocese of Knoxville
      - ii. KDCCW Spiritual Advisor
      - iii. KDCCW President
      - iv. Province Director of Louisville
      - v. Keynote and closing meal speakers
      - vi. Convention Chair
      - vii. Other guests as determined by the host deanery
        1. It is important to know how many nights and meals will be included for guests listed above
        2. Not all guests will need rooms and not all will stay for the entire convention
    3. Hospitality room, if not complimentary
    4. Meeting room(s) if not included in contract price
    5. Meals for guests listed under hotel rooms
    6. Sponsors, Patrons, and Donors Committee expenses, such as printing and postage
    7. Commission expenses
      - i. Each commission chair, upon providing receipts, may be reimbursed up to \$100 for her speaker's fee, speaker's hotel

- room, speaker's gift or expenses relating directly to her commission display
    - ii. Commission Chair's personal expenses, such as hotel room and travel expense, do not qualify for reimbursement from the convention fees
  - 8. Expenses of keynote and closing meal speakers
    - i. This may include transportation, honorarium, etc
  - 9. Head table centerpiece(s), including sub-head tables
  - 10. Expenses incurred by the convention committees
    - i. Folders, envelopes, postage, name tags, printing, etc
  - 11. Any other bills authorized by the Convention Chair
- e. When budget is complete, decide amount for registration fee
  - i. Must be approved by the KDCCW Board no later than the winter KDCCW Board meeting, but it is better to get approval at the fall board meeting

### **3. Select Committee Chairs**

#### **a. Convention Treasurer**

- i. Make deposits and pay bills as outlined in the budget
  - 1. Use the host deanery CCW bank account or a separate bank account
- ii. Track all income and expenses
- iii. Prepare and maintain an accurate record of all paid registrants, clergy, speakers and guests, full or part time, paid or unpaid
  - 1. This may be done by the Registration Committee Chair or Treasurer

#### **b. Ads, Patrons and Sponsors Committee**

- i. Solicit monetary gifts to help defray the costs of convention
  - 1. Parishes, organizations, businesses and individuals such as past presidents, long time CCW members, etc
- ii. Mail patron, ad and sponsor letters at least 50 days prior to convention and place on website
- iii. Communicate with Program Committee to ensure donors are recognized in the Convention Program
- iv. Send thank you letter to all donors

#### **c. Hostess Committee**

- i. Provide signs to direct attendees to various areas
  - 1. Registration table
  - 2. Credential table
  - 3. Meeting room
  - 4. Dining room
  - 5. Hospitality room
  - 6. Mass-include written directions to church location
- ii. Welcome attendees and guests and provide assistance as needed
- iii. Usher at meetings
  - 1. Help get attendees into meeting rooms on time
- iv. Collect and count meal tickets
- v. Assign someone to take care of invited guests' needs

1. This includes the Bishop, keynote speaker, luncheon speaker and other dignitaries as assigned by the KDCCW President
2. Provide transportation for out of town speakers, such as to and from airport

d. Convention Secretary

- i. Computer knowledgeable
- ii. Take minutes at all Convention Committee Planning Meetings and give to next deanery group
- iii. Handle all convention correspondence (except patron, sponsor and ads)
- iv. Prepare meal tickets
- v. Make place cards for head and sub-head tables for each meal
  1. Get names for these tables from KDCCW President
- vi. Print nametags with name, affiliate and position

e. Registration Committee

- i. Design Registration Form and include the following
  1. Registration costs
  2. Registration Chair's or Convention Treasurer's mailing address (depending on who is responsible for receiving registration fees and keeping records as stated in e. ii. below)
  3. Deadline dates
  4. Hotel reservation information
- ii. Prepare and maintain an accurate record of all registrants, clergy, speakers and guests, full or part time, paid or unpaid (if not done by the Convention Treasurer)
- iii. Provide Secretary with necessary information to print name tags
  1. Full Name
  2. Affiliate or parish name
  3. Position
- iv. Provide different colored ribbons or other designation for KDCCW officers, commission chairs, board members, NCCW attendees, first time attendees, NCCW Past Officers and Commission Chairs, etc (optional)
- v. Provide a packet for all full and part time attendees and guests
  1. Put names on outside of convention packets
  2. Place name tags (with appropriate ribbons) in packets
  3. Place meal tickets as appropriate in packets
- vi. Organize packets in a convenient way so they can be distributed in a timely manner
- vii. Staff the registration table throughout convention
  1. Set up several hours prior to the first meeting
    - i. Have several helpers available the first day
  2. Have registration table staffed as much as possible each day
  3. Be prepared to have people come who have not registered or have lost tickets, etc
- viii. At close of convention, give a report on the following
  1. Number of women attending
  2. Number of priests attending
  3. Number of people at the OPENING dinner

4. Number of people at the closing luncheon

f. Packet Assembling Committee

- i. Reproduce the Convention Program after receiving original approved copy from the KDCCW President
- ii. Place in folders, binders or securely stapled
- iii. The following items should be placed in the tote bag
  1. Convention Program, completed and bound, including 2 blank pages for notes (folders, stapled, etc.)
  2. Name tag and name tag holder
  3. Meal tickets
  4. Ribbons, as appropriate (optional)
  5. Note pad and pen or pencil
  6. Favors, such as candy, gum, etc (optional)
- iv. Two days prior to the convention opening, give completed packets to the Registration Chair

g. Hospitality Room Committee

- i. Spread responsibilities among affiliates of host deanery
- ii. Provide simple snacks and drinks throughout convention (Chips, pretzels, cereal bars, soft drinks, coffee, tea)
- iii. Provide simple continental breakfast if not included in hotel contract (Juice, coffee, tea, rolls, etc)
- iv. Ensure room is available as a gathering place to socialize when meetings not in session

h. Properties Committee

- i. Check with commission chairs at least 2 months prior to convention to see what specific equipment they need for guest speakers, workshops or commission displays
- ii. Verify hotel has set up 8 foot tables for the commission displays
- iii. Have properties at appropriate place and time during convention
  1. Label each table in advance so it is clear where each commission chair is to set up her display
  2. This is especially important for a commission chair who has requested an electrical outlet for her
  3. This will also help the commission chair from having to locate anyone to ask which table is hers
- iv. Microphones and all audio-visual equipment requested by speakers and workshop presenters before sessions begin; test and be sure equipment works
- v. Risers for the head table which are safe and adequate

i. Shrine to the Blessed Virgin Mary

- i. Set up in a visual place in the general meeting room or meditation room throughout entire convention

j. Liturgy Committee

- i. Make arrangements for all liturgies
  1. We are first women of prayer
  2. Liturgies set the atmosphere for all sessions
  3. It is preferred that all Masses be held in a church
- ii. Contact KDCCW Spiritual Advisor for instructions
- iii. Communicate with the Pastor of the church at which the Convention Masses are to be held
  1. Ask for permission and input regarding Masses
  2. Does the parish have a deacon?
    - i. If so, should the deacon be asked to assist at Mass if the celebrant approves?
    - ii. If so, the KDCCW President invites the deacon
  3. Reserve the church several months in advance
  4. Is there a charge for use of the Church? Cleaning fee?
- iv. Work with the host parish in all the liturgy arrangements including
  1. Music, song books, accompaniment, song leader/cantor/choir
  2. Altar servers for the Masses
  3. If people beyond the host parish are to be involved, communicate this clearly with the Pastor and Music Director
- v. Priests and deacons serve as Ministers of the Eucharist
  1. In the event there are not enough priests and deacons present, the Liturgy Committee Chair, in concert with the host parish, will identify Extraordinary Ministers of Holy Communion to serve
- vi. Designate a vesting area for the priests and deacons; when Bishop presides, priests wear diocesan vestments
- vii. Notify celebrant for each Mass
  1. Advise him where Mass is being held (hotel or church) and time
  2. Ask if he has any special requirements
  3. Advise him of all readings and music
    - i. The Mass of the day is most often used
  4. If a special liturgy, i.e. vigil Mass, Memorial Mass, Marian Mass, etc. is desired, permission of the celebrating priest is needed well in advance
  5. Placement of a special ceremony must be determined by the celebrant before plans are finalized for the celebration of that Mass
  6. What the celebrant designates as proper must be followed
- viii. When the Bishop is the main celebrant for a Convention Mass
  1. A mandatory informational packet from the Chancery needs to be completed and returned at least 2 weeks prior to the Mass
    - i. Check with Chancery for updated copy at least 45 days in advance of Convention Mass
    - ii. Liturgy Committee Chair completes the form
    - iii. KDCCW President and KDCCW Spiritual Advisor approve the form prior to it being sent to the Bishop's office
    - iv. Packet is included as part of this document
- ix. Host Parish CCW
  1. Provide greeters for Mass
  2. Hand out Mass programs

3. Take up any collections approved by the KDCCW Board
- x. KDCCW Spirituality Commission Chair
  1. Write the General Intercessions (Universal Prayers) for all convention Masses
    - i. Use proper protocol (article Appendix B)
  2. Submit to KDCCW Spiritual Advisor 3 weeks prior to the Convention to review and approve the General Intercessions
  3. Once approved, email copies of the General Intercessions to the following:
    - i. KDCCW President
    - ii. Liturgy Committee Chair
    - iii. Person reading them
      1. Deacon, if assisting at Mass
      2. If not deacon, person appointed by KDCCW President with approval of KDCCW Spiritual Advisor
  4. Bring copies of the General Intercessions to the convention for each Mass
- xi. Prepare Mass Programs that include pertinent information
  1. Celebrant's name, songs, responses, readings, etc.
  2. Refer to previous convention Mass programs as a guide
- xii. If Mass is held in the hotel, bring Mass kit including: (check with local priest and/or deanery moderator)
  1. Altar linens
  2. Altar Candles and matches or lighter
  3. Crucifix
  4. Sacramentary
  5. Lectionary
  6. Hosts and wine for size of convention (check with celebrant regarding wine)
  7. Mass linens: Lavabo towel, 5 Purificators, a corporal, a chalice pall
  8. Hand washing rite: Cruet with water and lavabo (towel)
  9. Chalice, 2 Paten bowls, and 4 Communion Cups if using wine for whole congregation
  10. Ciborium (or other sacred vessels for consecrated hosts)
- xiii. Mass for the Deceased Women of the Diocese
  1. Each deanery president is responsible for gathering the names of the deceased of her deanery
    - i. The names are typed in alphabetical order by parish
    - ii. The list is given to Liturgy Commission Chair 3 weeks before the opening of convention
  2. Placement of this special ceremony during Mass is determined by the celebrant
    - i. Possibly as part of the General Intercessions or at the time of general announcements
  3. Deanery President lights a candle
  4. Deanery Spiritual Advisor reads aloud each name of the women who have died in his deanery, by parish, during the past year

5. The Liturgy Committee will provide candles, script and directions to those involved

k. Dinner, Banquet, Luncheon Committee

i. Head Table Hostess

1. Appointed by the Convention Chair
2. Informs the KDCCW President of number available slots on head table
  - i. KDCCW President advises who will be seated at the head table and sub-tables
  - ii. This information should be provided by the KDCCW President 15 days prior to the beginning of convention
  - iii. Give list of names and seating order to meal chair, hostess chair, convention secretary, person introducing the head table and any other person in need of this information
3. Assemble and direct those sitting at head table(s)
  - i. Get them in position to process into the dining room at least 10 minutes prior to procession
- ii. Consider assigning different affiliates to be responsible for carrying out the details for each meal
- iii. Place name cards at head and sub-head tables
- iv. Make “Reserved” signs and place at sub-head tables for banquet (Past Presidents, Guests, etc.)
- v. Provide centerpieces for table arrangements
  1. Check with hotel to see what they may have to incorporate with decorations for free
- vi. Favors, such as holy cards, candy, etc (optional)
- vii. Discreetly identify those who have special dietary needs and ensure they are served appropriately

l. Head Table Hostess for Banquet and Closing Meal

- i. Assemble and direct those sitting at head table(s)
  1. Get them in position to process into the dining room
- ii. This information should be provided by the KDCCW President at least 15 days prior to the beginning of convention
  1. Advise how many people will be seated at the head table and sub-tables
  2. Get list of names and seating order for each meal
    - i. Provide list to the person introducing the head table
  3. Give list to meal chair, hostess chair, convention secretary and any other person in need of this information

## **AFFILIATES**

### **4. Affiliates**

- a. Invite all women of the parish, priests, deacons and sisters to attend convention
- b. Registration fee is the responsibility of the individual attending or the affiliate (including the pastor, deacon, etc.)

**KDCCW PRESIDENT**

**AND**

**BOARD**

## Responsibilities of KDCCW President and Board

### 5. KDCCW President

- a. Keep KDCCW Spiritual Advisor informed of all decisions and actions
- b. Establish dates of each year's convention with Bishop and KDCCW Spiritual Advisor
- c. Formally invite the Bishop to the convention with requests for his role asap
- d. Formally invite the celebrant for each Mass. Traditionally:
  - i. The Bishop celebrates the opening Mass
  - ii. The KDCCW Spiritual Advisor celebrates one Mass
  - iii. The Host Deanery Spiritual Advisor celebrates one Mass
  - iv. The host pastor should be invited if any of the above are not available
    1. Priests are very busy so invite them early
- e. Formally invite deacon of hosting parish to serve at Mass if celebrant and pastor agree
  - i. This information should be communicated from Liturgy Committee Chair
- f. Communicate names of the celebrants and deacons to the Liturgy Committee Chair
- g. Appoint Convention Chair in concert with host deanery president
- h. Communicate closely with Convention Chair
- i. Sign contract with hotel or facility
- j. Arrange for keynote and closing speakers with input from Board; time is of essence; use email
  - i. Invite speaker giving time, place, theme, time limit for presentation
  - ii. Finalize travel arrangements with speakers as early as possible in order to minimize the cost of airfare
  - iii. Communicate travel plans to Convention Chair
- k. Assist commission chairs with making arrangements for workshop speakers upon request
- l. Make a detailed schedule for all convention activities, in concert with the convention chair, including times, rooms, topics, speakers, workshops, etc
  - i. Provide final copy to the Convention Chair at least 1 month prior to convention
- m. Appoint KDCCW board member as Convention Program Chair
  - i. This person should be from the host deanery
- n. Provide KDCCW Publicity Chair with information regarding convention speakers, special guests and any other information (service project, theme) needed for publicity
- o. Ask the Bishop and KDCCW Spiritual Advisor to write letters welcoming the attendees to convention
  - i. Send to the Convention Program Chair for reproduction 3 weeks in advance
- p. Write a welcome letter to the attendees for the program
  - i. Send to the Program Chair for reproduction 3 weeks in advance
- q. Review all forms with Convention Chair before sending out the call letter
- r. Send convention call letter 2 months prior to opening date of convention
  - i. Include the following
    1. Registration information
    2. Hotel reservation information
    3. Convention schedule of events
    4. Workshop and speaker information
    5. Rules of Convention
- s. Send letter to priests registered for the convention inviting them to bring vestments to concelebrate Mass

- t. Provide copy ready President's report by deadline to Convention Program Chair
- u. Be sure Crucifix and American flag are present at all meetings and meals
- v. Determine who sits at head and sub-head tables for each meal
  - i. Notify each person who is to sit at the head table of the date and time to assemble for processing to the head table
    - 1. This can be done by email, ticket notation or a note in with their meal tickets
  - ii. Provide Convention Chair and Hostess Chair with list of names and seating order
- w. Choose readers, gift bearers and other special participants for all Masses
  - 1. Notify in writing the Deanery Presidents to be gift bearers at the opening Mass; Commission Chairs to be gift bearers at second Mass; KDCCW Officers to be gift bearers at closing Mass
  - 2. Consider NCCW and KDCCW Board members for readers being sure they have the readings in advance and will use the microphone
  - 3. Notify them of this responsibility 3 weeks prior to convention

## **6. KDCCW Board**

- a. Vote on convention theme at Fall Board meeting
- b. Decide registration fee amount no later than Winter Board meeting
- c. Publicity Chair
  - i. Prior to and following convention, provide newspaper articles for East Tennessee Catholic and other local newspapers
  - ii. Contact all parishes throughout the diocese to publicize in church bulletins
  - iii. Contact radio stations and television networks
  - iv. Provide updates for KDCCW website and email tree
  - v. Make a sign to display at convention listing the 4 deaneries and the anticipated date for hosting the convention for the next 4 years
  - vi. Have someone take photos and make videos, if possible
- d. Resolutions Committee Chair
  - i. Provide copy ready Resolutions by deadline to Convention Program Chair
- e. Parliamentarian
  - i. Authorize credentials for voting delegates
  - ii. Distribute voting cards to eligible voters at registration
  - iii. Provide copy ready Rules of Convention by deadline to Convention Program Chair
- f. Convention Program Chair
  - i. Appointed by KDCCW President; someone from host deanery who can coordinate well with Convention Chair
  - ii. Responsible for Convention Program booklet; see Appendix C
  - iii. Using the "Checklist for Program Booklet," clearly communicate deadline to all persons responsible for reports, welcome letters, ads, etc to be included in the program
  - iv. Assemble one Convention Program and give to the KDCCW President for approval
    - 1. This must be done 4 weeks before opening of the convention so any changes or corrections can be made before reproduction
    - 2. Use the "Checklist for Program Booklet" provided in the convention manual so all inclusions appear in the proper order

- v. Provide final copy of the Convention Program booklet to the Convention Chair for copying at least 2 weeks prior to convention

## **7. Commission Chairs**

- a. Provide copy ready commission report by deadline to Convention Program Chair
- b. Plan workshop
  - i. Arrange for workshop which may be a speaker, panel, movie, yourself, etc.
    1. Provide transportation to and from hotel if needed
    2. Attend to needs of workshop speaker
  - ii. Notify presenter/s of exact time limit for workshop presentation
  - iii. Send name of presenter, bio, and title and description of the presentation to KDCCW publicity chair, Convention Program Chair, and President
  - iv. Begin and end workshop on time
  - v. Contact KDCCW Treasurer and Convention Treasurer for information on the amount of funds available for reimbursement for the work of your commission
    1. Workshop fees, speaker's hotel room and gifts can be paid from these funds
    2. Commission Chair hotel room, travel expense, extra meals expense, etc are **not** eligible for reimbursement from convention funds
- c. Advise Convention Chair of special properties needs for commission display, speaker or workshop
  - i. Include needs for special equipment, electrical outlets, space etc
- d. Arrive at the motel prior to convention registration early to set up commission display
- e. Spirituality Commission Chair
  - i. Write the General Intercessions (Universal Prayer) for all Masses
  - ii. See detailed instructions under Liturgy Committee

## **8. Deanery Presidents**

- a. Provide copy ready President's report by deadline to Convention Program Chair
- b. Registration fee, room and other expenses for deanery presidents should be budgeted through the individual deanery, as these expenses are not covered by convention funds

## **9. KDCCW Spiritual Advisor**

- a. Communicate with KDCCW President and Convention Chair as needed
- b. Assist with communicating with the Bishop as needed
- c. Write welcome letter to convention attendees for Program
  - i. Send to Program Committee Chair by deadline
- d. Assist Liturgy Committee Chair as needed
- e. With KDCCW President, review and approve mandatory form required by Bishop
- f. Review and approve the General Intercessions three (3) weeks prior to Convention
  - i. These should be given to him by the Spirituality Commission Chair
- g. With KDCCW President, approve readers for Masses and for General Intercessions (if a deacon is not present)
- h. If Mass is celebrated at a motel, help with Mass kit as needed
- i. Celebrate at least one convention Mass
- j. Provide spiritual support by encouraging the ladies in this ministry
- k. Provide spiritual enrichment by educating women in our Catholic faith

## Liturgy Committee

The liturgies at convention are of upmost importance to setting the atmosphere for all sessions. We are first women of prayer. It is preferred that all Masses be held in a church.

1. Check with the Pastor of the church at which the Convention Masses are to be held for his permission and input, and to reserve the church several months in advance. Is there a charge for use of the Church? Cleaning fee?
2. The KDCCW President invites the celebrant for each Mass by letter. Traditionally the Bishop celebrates the opening Mass, the KDCCW Spiritual Advisor celebrates one and the Host Deanery Spiritual Advisor celebrates one. The host pastor should be invited if any of these are not available. These are busy people so formally invite them early. Communicate names of the celebrants to the Liturgy Committee Chair.
3. Some parishes have deacons. Check with the pastor and the celebrant about asking them to serve at the altar well in advance. If the celebrant and pastor agree, then the KDCCW President will invite him to serve.
4. Work with the host parish in all the liturgy arrangements, including the music, song books, accompaniment, song leader/cantor/choir and altar servers for the Masses. If people beyond the host parish are to be involved, communicate this clearly with the Music Director and Pastor.
5. Priests and deacons will serve as Ministers of the Eucharist. In the event, enough priests and deacons are not present, the Liturgy Chair, in concert with the host parish, will have identified Extraordinary Ministers of Holy Communion to serve.
6. Designate a vesting area for the priests and deacons.
7. If Masses are to be held at the hotel, the celebrant should be notified and consulted about any special requirements. In each case, the celebrant should be consulted of all readings and music to be used ahead of time. The Mass of the day is most often used, but if special liturgies, i.e., a vigil Mass, or a Marian Mass is desired, then permission of the celebrating priest will be needed.
8. When the Bishop is the main celebrant for one of the Convention Masses, there is a mandatory informational packet from the Chancery which needs to be filled in and returned two weeks prior to the Mass, and is included Appendix A; however, check with the Chancery for an updated copy at least 45 days in advance. This form will be completed by the Liturgy Committee chair and approved by the KDCCW President and the KDCCW Spiritual Advisor prior to being sent to the Bishop's Office.
9. The KDCCW president selects the readers, gift bearers and other special participants and notifies them 3 weeks in advance. Traditionally, the Deanery Presidents have served as gift bearers at the opening Mass and the Commission Chairs at another Mass and KDCCW officers at the other Masses.
10. The host parish CCW will be invited to provide greeters, hand out Mass programs, and take up any collections.

11. The KDCCW Spirituality Commission Chair writes the General Intercessions (Universal Prayer) [see Appendix B] for all the convention Masses using the proper protocol. These are reviewed by the KDCCW Spiritual Advisor 3 weeks prior to the Convention. If a Deacon is presiding, he will read the General Intercessions. If there is no Deacon, the KDCCW President will appoint a reader with approval of the KDCCW Spiritual Advisor. Once approved, copies of the General Intercessions should be emailed to person presenting them, the Celebrant, the Liturgy Committee Chair, and the KDCCW president with copies brought to the convention for each Mass.
12. If any other ceremonies, (the reading of deceased ladies' names, May Crowning, etc.), are to be held at any of the Convention Masses, permission must be granted by the celebrant, well in advance, and the placement of such ceremony (at end of Mass before closing blessing, etc), must also be ascertained before plans are finalized for the celebration of the Mass. What the priest designates as proper must be followed.
13. Prepares Mass Programs that include pertinent information, as celebrant's name, songs, responses, readings, etc. (refer to previous convention Mass programs as guide).
14. If Mass is held in the hotel, bring Mass kit including: (check with local priest and/or deanery moderator)
  - a. Altar linens
  - b. Altar Candles and matches or lighter
  - c. Crucifix
  - d. Sacramentary
  - e. Lectionary
  - f. Hosts and wine for size of convention (check with celebrant regarding wine)
  - g. Mass linens: Lavabo towel, 5 Purificators, a corporal, a chalice pall
  - h. Hand washing rite: Cruet with water and lavabo (towel)
  - i. Chalice, 2 Paten bowls, and 4 Communion Cups if using wine for whole congregation
  - j. Ciborium (or other sacred vessels for consecrated hosts)

#### **Mass for the Deceased Women of the Diocese**

1. One Mass is designated as a Mass for the Deceased Women of the Diocese at which time the names of the women who have died in the past year are called aloud by the Deanery Spiritual Advisor after the Deanery President has lit a candle.
2. When this will be done, it will be decided by the celebrant for that Mass (perhaps at the time of general announcements or as part of the General Intercessions).
3. Each deanery president will be responsible for gathering the names of the deceased of her deanery. The names will be typed by parishes in alphabetical order followed by the deceased women of that parish and provided to the Liturgy Chair 2 weeks before the opening of the convention.
4. The Liturgy Committee will provide candles, script and directions to those involved.



Office of the Bishop  
Diocese of Knoxville

LITURGY PLANNING GUIDE FOR BISHOP'S VISIT  
Diocese of Knoxville

*Please return this form at least two weeks before the celebration to:*

Peggy Humphreys  
Office of the Bishop  
805 S. Northshore Drive  
Knoxville, TN 37919  
865-291-1073 Fax  
[phumphreys@dioknox.org](mailto:phumphreys@dioknox.org) email

Please Type or Print

Parish or Organization \_\_\_\_\_

City \_\_\_\_\_ Day and Date \_\_\_\_\_

Occasion \_\_\_\_\_ Location of Event \_\_\_\_\_

Time \_\_\_\_\_ Contact Person \_\_\_\_\_

Email Address \_\_\_\_\_@\_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

For the Bishop  
Parking space close to where the Bishop will vest (please specify) \_\_\_\_\_  
\_\_\_\_\_

Bishop's vesting room (please specify) \_\_\_\_\_

Ministers of the Liturgy  
Concelebrating Priests \_\_\_\_\_  
\_\_\_\_\_

Deacon \_\_\_\_\_

Sacristan \_\_\_\_\_ Phone # \_\_\_\_\_

Servers (7 is ideal, at least 5 is preferable: cross, two candles and two vimps;  
*if this is difficult, please call Fr. Randy at (865) 314-1120*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Note: The vimps should be seated within sight of the Bishop.*

Censerbearer (if using incense) \_\_\_\_\_

Readers \_\_\_\_\_

Gift Bearers \_\_\_\_\_

Extraordinary Ministers of Communion

Body: \_\_\_\_\_

Blood: \_\_\_\_\_

Music Director \_\_\_\_\_ Phone # \_\_\_\_\_

Ushers \_\_\_\_\_

*Any other special details or circumstances:* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## INTRODUCTORY RITES

Opening Hymn \_\_\_\_\_

Incensation of the Altar: \_\_\_ yes \_\_\_ no  
*If "yes," music should accompany the incensation.*

Rite of Sprinkling \_\_\_ yes \_\_\_ no

Penitential Rite \_\_\_ A \_\_\_ B \_\_\_ C # \_\_\_

*If the Sprinkling Rite is used, the Penitential Rite is omitted.*

Gloria: \_\_\_ sung \_\_\_ omitted Setting: \_\_\_\_\_  
*The Gloria is sung on Sundays outside Advent and Lent, on solemnities and feasts, and in solemn local celebrations.*

Opening Prayer: page \_\_\_\_\_ of the Roman Missal

### LITURGY OF THE WORD

*Readings should come from the Lectionary and are proclaimed from the Lectionary. The Gospel is to be proclaimed from the Book of the Gospels.*

First Reading: \_\_\_\_\_ Proclaimed by \_\_\_\_\_

Responsorial Psalm: \_\_\_\_\_ Led by \_\_\_\_\_  
*It is preferable that the psalm be sung. It should be a psalm and not another variety of song.*

Second Reading: \_\_\_\_\_ Proclaimed by \_\_\_\_\_

Gospel Acclamation: \_\_\_ sung  
Incense: \_\_\_ yes \_\_\_ no

Gospel: \_\_\_\_\_ Proclaimed by \_\_\_\_\_

*Following the proclamation of the Gospel, the Deacon should bring the Book of the Gospels to the Bishop so that he can reverence it.*

Homily: *It is presumed that the bishop will preach, unless an alternate homilist is approved beforehand.*

Profession of Faith: \_\_\_ sung \_\_\_ recited \_\_\_ omitted

General Intercessions: *Please attach a copy of the petitions.*

### LITURGY OF THE EUCHARIST

Music for the Preparation of Gifts \_\_\_\_\_  
*Gifts other than bread, wine and gifts for the poor and the Church should not be offered at the Presentation of the Gifts.*

Gift Bearers \_\_\_\_\_

Incense: \_\_\_ yes \_\_\_ no *If "yes," music should accompany the incensation.*

Prayer Over the Gifts: page \_\_\_\_\_ of the Roman Missal

Preface: number \_\_\_\_\_ of the Roman Missal

Eucharistic Prayer: \_\_\_\_\_

Eucharistic Acclamations:

Holy Holy Holy \_\_\_\_\_

Memorial Acclamation \_\_\_\_\_

Great Amen \_\_\_\_\_

*The above Eucharistic Acclamations are to be sung, preferably from the same Mass setting.*

Lord's Prayer: \_\_\_ sung      \_\_\_ recited

Lamb of God: \_\_\_\_\_

Music for the Communion procession: \_\_\_\_\_

Prayer After Communion: page \_\_\_\_\_ of the Roman Missal  
*Special items of interest:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## CONCLUDING RITES

Final Blessing

Recessional Music: \_\_\_\_\_

Updated 8-3-2017

## Father Dietzen: Are there guidelines for prayer of the faithful?

**Q.** Does the church have guidelines for the prayers of the faithful at Mass?

**A.** It appears that most Catholics, including many priests and parish liturgical ministers, would find some good catechesis about these intercessions extremely helpful.

The General Instruction of the Roman Missal (Nos. 55, 69) gives the bare rubrical bones. Of the general intercessions, or prayer of the faithful, it says, the people, "exercising the office of their baptismal priesthood, offer prayers to God for the salvation of all."

It gives a general rule for the sequence of intentions:

- a) For the needs of the church;
- b) For public authorities and the salvation of the world;
- c) For those oppressed by any need; and
- d) For the local community. Intentions also may appropriately be related to special occasions such as weddings, funerals, baptism and confirmation.

These brief lines in the GIRM are based on a number of documents about the history and nature of these intercessions and the prominent place they have held in the liturgy nearly from the beginning. We know that by the year 150 they already held an honored place in the Sunday Christian celebrations. After the Scriptures were read and reflected upon, the intercessory prayers were seen as the flourishing of that word in the hearts of the faithful, offering their prayers for the church and for the whole world.

Perhaps still the best brief resource is the document "The Universal Prayer or Prayer of the Faithful," issued by the Vatican Sacred Congregation of Rites in 1966. It offers some marvelous insights into how the intercessions fit into the life of the communion of saints.

"The gathered church," it says, in offering this prayer, "stands as the great entreator and advocate appointed for all humanity. The holy people of God exercise their royal priesthood to

the fullest above all by sharing in the sacraments, but also by joining in this prayer" (Nos. 1-3).

In a remarkable comparison, the congregation notes an analogy between sacramental Communion, which climaxes the Liturgy of the Eucharist, and the intercessions, which the ancient and modern church regards as climaxing the Liturgy of the Word.

There is much more, sometimes surprising, information about the intercessions even in this one document. In particular, it indicates two points relevant to your question and to the rest of us concerned about good and traditional liturgies.

First, the general intercessions deserve serious, thoughtful attention to their majestic purpose in the Mass. Routine lack of reflective care in preparing and presenting them reveals itself in the negative way you describe.

Second, the worldwide and church-wide concerns they are meant to address should keep us from trivializing the intercessions. Masses on weekdays and special occasions may allow for more informal and localized prayer. But even there their primary thrust should be respected.

As a general rule, the church means the prayer of the faithful to be "for all the needs of the people of God," and to place the prayer power of all the baptized members of Christ at the service of those needs.

---

A longtime columnist with Catholic News Service, Father Dietzen died March 27, 2011.

- See more at: <http://www.catholiccourier.com/commentary/other-columnists/father-dietzen-are-there-guidelines-for-prayer-of-the-faithful/#sthash.fYcwa6ab.dpuf>

Appendix C

CHECKLIST FOR PROGRAM BOOKLET

The KDCCW Board is responsible for preparing and assembling the convention program and giving them to the convention chair. Expenses related to the Program Booklet are paid by the convention treasurer.

This checklist shows the order of the program booklet as well as who is responsible for doing it. All pages must be print ready and in the hands of \_\_\_\_\_(name), by email by \_\_\_\_\_ (date).

- Cover design based on theme ..... KDCCW Board
  
- Table of Contents ..... KDCCW Secretary
  
- Salute to the Cross, OLGC Prayer, Mission Statement ..... KDCCW Secretary
  
- Dedication, if one ..... KDCCW President
  
- Photo/letter Bishop (one page) ..... KDCCW President
  
- Photo/message Spiritual Advisor (one page) ..... KDCCW President
  
- Photo/letter KDCCW President (one page)..... KDCCW President
  
- KDCCW Board ..... KDCCW Secretary
  
- Detailed schedule** (include times, workshops, breaks, etc.) ..... KDCCW President
  
- Speakers' Bio (limit 1 page)..... KDCCW President
  
- Resolutions ..... KDCCW Resolution Chair

Bylaw changes ..... KDCCW Bylaws Chair

Rules of Convention ..... KDCCW Parliamentarian

**Reports—Presidents’ reports should not be same information as Commission reports (1 page each)**

Diocesan President..... KDCCW President

Chattanooga Deanery ..... Deanery President

Cumberland Mt Deanery ..... Deanery President

Five Rivers Deanery ..... Deanery President

Smoky Mt Deanery ..... Deanery President

Province Director of Louisville..... Province Director

**KDCCW Commission Reports**

Spirituality Commission..... Chair

Legislation Commission..... Chair

Leadership..... Chair

Service Commission ..... Chair

List of KDCCW Past Presidents & Presidents of other dioceses  
living in Knoxville Diocese ..... PPG President Chair

**[?]**List of Convention Chair & Core Team by Parish, Parliamentarian and Resolutions Chair ..... Convention Chair

**[?]**Ads, Patrons and Sponsors..... Ads, Patrons & Sponsors Comm Chair

**[?]**Blank pages for notes ..... KDCCW Board

**Other printed materials**

**[?]**Evaluation (separate sheet) ..... Convention Chair & KDCCW President

**[?]**Banquet and Saturday Luncheon Program ..... Convention Chair

**[?]**Orders of Worship..... Liturgy Committee Chair

**[?]**Schedule at a Glance ..... KDCCW President

February 17, 2010; Revised June 10, 2013

Sally Jackson

**2013-14 KDCCW Convention Guidelines Committee**

Sally Jackson, Committee Chair  
Shirley Riehl, KDCCW President  
Eileen Widmer, Past KDCCW President  
Joyce Welsh, Advisor  
Revised November 20, 2014

Revised 2014 with input from Emily Knoch, President of Chattanooga Deanery

Adopted January 3, 2015 by the KDCCW Board  
New Liturgy Planning Guide added by Karen Vacaliuc, 2019