

Our lady of Lourdes Women's Auxiliary

"What We're All About"

◇After Sunday mass, members, along with the help of many other parishioners, provide coffee and a light snack to the parish. This promotes fellowship in the community.

◇Visiting the sick and elderly - It is important that we provide support to those who no longer attend community functions, due to illness or accessibility.

◇Each year we hold our annual St. Nicholas Luncheon in order to promote the spirit of Christmas to children and families.

◇Masses are said for deceased members and their immediate relatives. A memorial mass for deceased members is held annually on Our Lady of Lourdes Feast Day (on or near February 11).

◇Our executive board and members, at the request of parishioners, prepares funeral luncheons.

◇We sponsor a child

Operations Manual

1. Mission Statement

To support our parish community and the community around us with faith, friendship and guidance.

2. Elections

- a. Held bi-annually and are for a two (2) year term.
- b. Held in the month of November.
- c. New executive installed in the month of January.
- d. Elected offices: President, Vice-President, Secretary and Treasurer

3. Financial Statements

An Annual in-house financial statement is to be prepared each April.

4. Funerals

- a. General/Church Funerals
 - A “funeral committee” is created as needed.
 - The funeral committee will be responsible for organizing the following:
 1. Purchase of food for the luncheon (if requested by the family).
 2. Organize crew for kitchen, set-up and clean-up (3-5 persons).
 3. Request donations of baking from members (if requested).
 4. We are not responsible for the bar if alcohol is served.
- b. Member’s funeral (same as general and includes the following in addition)
 - Honour guard formed with members
 - Present a group of flowers and/or candles during procession

5. Saint Nicholas Annual Luncheon

- a. Held annually on the Sunday closest to December 6th.
- b. Board will select a St. Nicholas and two angels.
- c. Individuals/groups are created as follows, with responsibilities outlined;

- Kitchen Coordinator

- set-up a crew of 4-5 people

- shop for groceries

- Preparation for work starts on Saturday and ends Sunday.

- Decorating Committee (set-up and cleanup)

- Saturday – Decorate and set-up tables and chairs, sweep floors – general cleanup

- Sunday- Cleanup as required, including sweeping and chair replacement.

- Raffle/Auction

- Solicit members, parishioners and businesses for donations

- Saturday – set up auction table

- Tickets- obtain double style tickets for raffle

- Get volunteers to sell tickets on Sunday

- Handle the “Auction” (pull tickets and distribute prizes)

- Tickets (preparation and sales)

- Print tickets for the dinner and arrange for sellers

- Children 12 and under and volunteers are provided a free meal

- Goodie bags

- Purchase contents for the goodie bags and assemble the bags

- Each bag should include an orange and some candies (no peanut products)

6. Sunday Coffees

- Sunday coffees start the second week of September and stop after Mother's day.

- Create sign-up sheet and post on wall near kitchen.

- purchase paper cups, plates, serviettes and coffee as needed.

- Donations received are collected by the Board and deposited to the bank.

7. Gifts/Cards

- Priest (birthday, Christmas, Easter).....\$80-100

- New Mother.....\$20-30

- Sympathy.....card only

- Member in hospital.....card only

- Christmas and Easter cards to shut-ins.....card only

8. Recreation

Annual Windup (June)

-Board will cover \$10 for each member that attends – the balance is to be paid by the individual members.

9. Membership

Annual membership fees will be determined by vote in November and collected in January of the following year.