

St. Therese de Lisieux *Council of Catholic Women*



Spirituality – Service – Leadership – Legislation
2025 - 2026

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Welcome

Dear Members of the St. Therese de Lisieux Council of Catholic Women,

It is with great joy and a grateful heart that I welcome you to our community of the Council of Catholic Women (CCW). Whether you are new to our council or have been with us for many years, I am delighted to have you as part of this group of dedicated women who strive to live out our faith in service to God, our Church, and our communities.

Our council has a long-standing tradition of nurturing spiritual growth, fostering fellowship, and promoting charitable works that reflect the teachings of Christ. As women of faith, we are called to be witnesses to the love and compassion of Jesus in all that we do. Together, we will continue to build a community where every woman feels welcomed, valued, and empowered to use her unique gifts in service to others.

This year, we have an exciting calendar of events, spiritual enrichment opportunities, outreach projects, and fellowship activities planned. I encourage each of you to take full advantage of these opportunities to deepen your faith, build meaningful friendships, and make a difference in the lives of those around us.

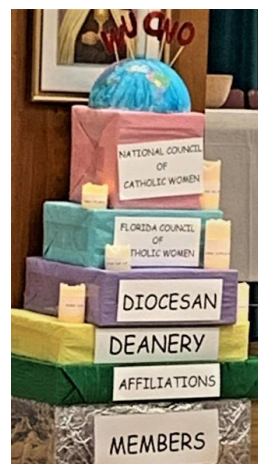
As we embark on this journey together, I want to thank you for your dedication, your willingness to serve, and your commitment to living out the Gospel message. I am truly honored to serve as your president, and I look forward to working together to make this year one of growth, connection, and grace.

May we always seek to serve with joyful hearts and a spirit of love.

With warm regards and blessings,

Ellen Wagner

Ellen Wagner
President
St. Therese de Lisieux Council of Catholic Women



St. Therese de Lisieux CCW Contacts

Board of Directors

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Websites to Visit: www.pbdccw.org www.nccw.org www.flaccw.org

St. Therese de Lisieux Council of Catholic Women

BY - LAWS

September 11, 2024

ARTICLE I - NAME

This Council shall be known as the St. Therese de Lisieux Council of Catholic Women of the Palm Beach Diocesan Council of Catholic Women, Central Deanery.

ARTICLE II - OBJECTIVES

This Council's objective will be to foster its members' religious, educational, cultural, and social interests, and to provide opportunities for members to engage in charitable activities, volunteer work, and service projects that support the needs of the parish and community.

ARTICLE III - MEMBERSHIP

SECTION 1. All women of the parish are eligible for membership and may join during the council year which is August through May.

SECTION 2. This Council shall be a member of the National Council of Catholic Women, Palm Beach Diocesan Council of Catholic Women, and Central Deanery.

ARTICLE IV - DUES

SECTION 1. Council members shall pay yearly dues to be voted on by the general membership. The Council year is August 1 to May 31.

SECTION 2. When attending the CCW meetings as a guest, after two such attendances, it shall be expected that dues will be paid.

SECTION 3. This Council shall pay annual dues for membership to the National Council of Catholic Women, The Palm Beach Diocesan Council of Catholic Women, and the Central Deanery as specified by those organizations.

ARTICLE V - BOARD OF DIRECTORS

SECTION 1. The Board of Directors shall consist of the:

- a. Elected Officers: President, Vice President, Secretary, and Treasurer (also known as the Executive Board).
- b. Immediate Past President and Parliamentarian.
- c. Committee Chairs and co-chairs.

SECTION 2. The Spiritual Moderator of this Council shall be the Pastor or someone appointed by the Pastor.

SECTION 3. No elected member of the board shall serve in the same office for more than two consecutive terms. A term is two years.

SECTION 4. When a vacancy occurs:

- a. In an elected office, the unexpired time shall be filled by a majority vote of the membership.

SECTION 5. The Board of Directors shall have jurisdiction over all matters relating to the management of the Council.

SECTION 6. Each member of the Board, after the expiration of her term of office, shall deliver her successor all books and property in her possession pertaining to her office or position by July 31.

ARTICLE VI - OFFICERS AND DUTIES

SECTION 1. The President shall preside at all meetings of the Council and the Executive Board.

- a. The President, or anyone she appoints, is expected to represent the Council at all Central Deanery meetings and workshops and attend the Palm Beach Diocesan Council workshops and convention.

- b. The President shall appoint a Budget Committee in April. The Treasurer and two members shall prepare a proposed budget in May.
- c. The President shall appoint the chairman of the Audit Committee and request two volunteers from the membership at the meeting in May. The audit must be completed by the chairman and the two volunteers from May's meeting before August 1st.
- d. All expenses must be voted on by the Executive Board or general membership.

SECTION 2. The Vice President shall, in the absence of the President, assume the duties of the President.

- a. She may accompany the President to all Diocesan workshops (at her expense) and Central Deanery meetings (expense will be paid for by the Council).
- b. In the absence of the President, the expenses for the Vice President will be paid.

SECTION 3. The Secretary shall be responsible for keeping and reading of minutes of all Board meetings and regular monthly Council meetings.

SECTION 4. The Treasurer shall be the custodian of all monies of the Council and pay bills properly submitted and approved by the President.

- a. She shall keep an account of all monies received and expended.
- b. She shall prepare and submit a financial report at the monthly Council meeting.
- c. She shall prepare an annual checkbook reconciliation report for the Audit Committee.

ARTICLE VII - MEETINGS

SECTION 1. The regular meeting of the Council shall be the second Wednesday of the month from August to May.

- a. Should the regular meeting day fall on a Holy Day, Holiday, or Adoration/Church Function, the President may move the Council meeting day.

SECTION 2. Special meetings may be called by the Spiritual Moderator or the President for the purpose of discussing any special issues.

SECTION 3. A minimum of two officers and ten paid members present shall constitute a quorum for the transaction of business of the Council.

SECTION 4. The Board of Directors shall meet monthly at the call of the President.

ARTICLE VIII - COMMITTEES AND DUTIES

SECTION 1. There shall be the following standing committees.

- a. **Spirituality**

This role provides prayer services for meetings and special events, as well as leading our group in prayer and coordinating liturgies and rosary services.

- b. **Service**

This role is responsible for organizing, coordinating, and overseeing serviceoriented activities and initiatives sponsored by our organization. She will also serve as the pointof contact for the various charities we support.

- c. **Leadership**

This role is responsible for developing and fostering membership, as well as promoting events to create a strong sisterhood within CCW, such as the Christmas and Installation Luncheons.

d. Legislative

This role monitors legislative items being tracked by the Florida Catholic Conference, and will educate members on these issues and how to contact our legislators. She also promotes and attends Catholic Days at the Capitol.

e. Correspondence Secretary

This role picks up CCW mail from the Church office and forwards any necessary information to the president. She will also present any thank you letters and also handle all other correspondence necessary to the council.

SECTION 2. The President shall appoint the Chairs of all committees for the period of one year.

SECTION 3. Special committees may be appointed by the President with the approval of the Spiritual Moderator.

SECTION 4. All Committee Chairs shall maintain accurate records and deliver them to their successor.

ARTICLE IX- NOMINATIONS AND ELECTIONS

SECTION 1. The nominating committee shall consist of the chair and three Council members.

- a. The Immediate Past President shall automatically become the chair of the committee.
- b. It shall be the duty of this committee to nominate candidates for the offices of President, Vice President, Secretary, and Treasurer.

SECTION 2. Any nominee for the elected office must be a paid member of the Council.

- a. Any nominee for President must be a paid member for two years.
- b. Any nominee for Vice President, Secretary, and Treasurer shall be a paid member for one year.

SECTION 3. The nominating committee shall be formed at the March meeting.

- a. A slate of officers will be presented by the nominating committee with the election of officers at the April meeting.
- b. If only one candidate is nominated for an office, it may be by acclamation.
- c. In the event that nominations from the floor are made, voting shall be by secret ballot.

ARTICLE X - PARLIAMENTARY PROCEDURE

SECTION 1. The rules in **Robert's Rules of Order, Revised** shall govern the Council in all cases to which they are applicable.

ARTICLE XI - REVISIONS

SECTION 1. These bylaws should be reviewed bi-annually and may be amended at any general meeting by a quorum of the Council members.

St. Therese de Lisieux Council of Catholic Women

Standing Rules

2024-2027

1. Dues for St. Therese de Lisieux CCW will be \$25.00 annually
2. Registration Fees will be paid for Fr. Downey and CCW President OR Vice President, in the absence of the President, in the following circumstances:
 - PBDCCW Convention
 - Central Deanery Board Meetings for President and Vice President
 - National Convention (Attendance Depends on Cost)
 - Any PBDCCW function where Affiliate President is expected to attend.
 - FCCW Convention for the President or Vice President (Attendance Depends on Cost)
3. Committee reports will have a time limit of three (3) minutes. Committee chairs will provide a report with detailed information to the Board prior to the general meeting. If additional time is needed for report at following General Meeting, request for more time must be requested and approved by the Board granting a maximum of (5) minutes.
4. Initial committees plans for an event shall be prepared and submitted to the Board (using the form provided by the Diocese). Updated Monthly progress reports are given at Board Meetings prior to presenting at General Meetings leading to event. Immediately following the event the: Final report is required within 10 days or at the next scheduled Board Meeting
5. Discussion after a First and Second motion will have a time limit of three (3) minutes per person before voting.
6. Invited Speakers will have a time limit of twenty (20) minutes for their presentation.

7. Agendas and Minutes will be emailed monthly to the membership prior to the monthly meetings for review.
8. Non-attendance of a member of the Board at two consecutive General Business meetings or Board meetings without prior notification shall be brought to the Board for the review and action.
9. On the occasion that the general meeting conflicts with a NCCW, PBDCCW, or Central Deanery functions that require the attendance of the President, then the general meeting may be held on a different night of the second week of the month.

Glossary of Terms

AFFILIATION – Individual Parish Council of Catholic Women (CCW)

BY-LAWS – An organization's by-laws define name, purpose, and general means employed in carrying out its business

CCW – Council of Catholic Women

CRS – Catholic Relief Services

DEANERY – Term used to denote a level of sub-division within the Palm Beach Diocesan Council of Catholic Women, which consists of the geographical region of Sebastian (north) to Boca Raton (south). This large geographical area is divided into three sections, each known as a deanery

CENTRAL DEANERY – The geographical area within Palm Beach Diocese which includes Jupiter (north) to Wellington (south).

NORTHERN DEANERY – the geographical area within Palm Beach Diocese which includes Sebastian (north) to Hobe Sound (south).

SOUTHERN DEANERY – The geographical area within Palm Beach Diocese which includes Lake Worth (north) to Boca Raton (south).

FCCW – Florida Council of Catholic Women, which consists of seven ArchDiocesan Councils of Catholic Women in the State of Florida: Miami, St. Augustine, St. Petersburg, Orlando, Pensacola/Tallahassee, Palm Beach and Venice.

NCCW – National Council of Catholic Women

PBDCCW – Palm Beach Diocese Council of Catholic Women

STANDING RULES – Governing rules that “stand” or remain in effect from one administration to the next; they are rules established by an organization which are administrative rather than procedural in nature

WUCWO – World Union of Catholic Women's Organization represents 100 Catholic Women's Organizations from all continents

St Therese de Lisieux CCW, Central Deanery, PBDCCW

Calendar of Events 2025-2026

2025

- Aug. 6** Board Planning Meeting
9 General Planning Meeting
19-23 NCCW Convention Orlando
27 Holy Spirit Night Habit Burger 4-9pm
- Sept. 3** Board Meeting*
10 General Meeting**
13 Group Mass 4:30pm
20 Central Deanery Fall General Meeting St Jude
27-28 Fall Bake Sale
- Oct. 1** Board Meeting*
4 Golden Rose Ceremony – Cathedral of St Ignatius
4 St Therese 25th Anniversary Dinner
5 St Therese 25th Anniversary Reception after 11:30am mass
8 General Meeting**
11-12 Council Sunday
17 Open House under Pavilion 6pm
19 Group Mass 9:30am
25-26 Ta Ta for Now collection
- Nov. 5** Board Meeting* / Remembrance Tree Ceremony -St Vincent DePaul Seminary
8 Shred Event
9 Group Mass 11:30am followed by High Tea Social
12 General Meeting**
15 PBDCCW Fall Board Meeting

- 22 Polish Night and Angel Tree Set Decorating
- 22-23 Angel Tree Collections
- 28-29 Angel Tree Collections
- Dec.** 5-6 Angel Tree Collection
- 6 Take a Sister to Brunch – Mary Immaculate WPB
- 6 Living Nativity, St Therese de Lisieux
- 10 CCW Christmas Party / Cookie Exchange 6pm
- 13-14 Angel Tree Collection final weekend
- 14 Group Mass 5:30pm
- 2026**
- Jan.** 7 Board Meeting*
- 10 tentative packing event for Forgotten Soldiers
- 14 General Meeting**
- 17 Group Mass 4:30pm
- 24 A Tour of Italy Dinner under Pavilion
- 25 Holy Ground Luncheon Auction
- Feb.** 4 Board Meeting*
- 7 PBDCCW Inspirations Fashion Show – Admirals Cove in Jupiter
- 11 General Meeting**
- 14-15 Hug for the Homeless
- 22 Group Mass 9:30am
- 25 PBDCCW winter board meeting
- Mar.** 4 Board Meeting*
- 7 Central Deanery Spring board Meeting – St Patrick
- 11 General Meeting**
- 14 Catholic Women of Faith/Women of Action Conference – Our Lady Queen of Apostles, RPB

- 15 Group Mass 11:30am
- 21 Quarter Auction and Bake Sale
- Apr.** 1 Board Meeting*
- 8 General Meeting**
- 12 Group Mass 5:30pm
- 25 Central Deanery Spring General Meeting – St Clare
- TBA Parishioners Appreciation Day
- May** 2 PBDCCW Spring Board Meeting
- 2 Cinco de Mayo (under Pavilion)
- 6 Board Meeting*
- 13 General Meeting**
- 16 Installation Mass 4:30pm
- 17 Installation Luncheon 1pm
- 23 PBDCCW Annual Convention – St Ignatius
- 23-24 Forgotten Soldier Service Project
- *St Therese board meeting: room 2, 7pm**
- **St Therese general meeting: room 2, 6:30pm social, 7pm meeting**