

General Information about St. Clare of Assisi Women's Guild



St. Clare of Assisi

Born: July 16, 1194, Assisi, Italy
Died: August 11, 1253, Assisi, Italy

Foundress of the:
Poor Clare Sisters

Books: The Riches of Simplicity:
Selected Writing of Francis and
Clare

**Before breathing her last in
1253, Clare said:**
“Blessed be You, O God, for
having created me”

Memorial August 11

This ministry is open to all women of the parish. Often referred to as the “**Women's Guild**,” its purpose is to support, embrace, and encourage all women of the parish through spiritual development and fellowship.

Mission Statement

To assist the Pastor in any activity for the church for which he designates.

Purpose

The Women's Guild derives its purpose from the mission and goals of St. Francis of Assisi Catholic Community which shall be: 1) To assist the Pastor in any activity for the church

which he designates for the Women's Guild. 2) To deepen their spirituality as a smaller part of the parish community. 3) To help provide service to the parish community at large. 4) To strengthen a sense of social belonging for its members.

Membership Information

Annual dues [\$25] are collected upon joining and to be paid by 12/30 of each year thereafter.

General Membership Meetings

The entire Women's Guild is also referred to as the “General Membership.”

Meetings of the General Membership are usually held on the second Thursday of the month in the St. Clare Room at 6:00 p.m. from September through June.

The Women's Guild does not meet during the summer months of July & August.

In addition to conducting the business of the ministry, general meetings include speakers discussing a range of topics about the community, religious education, history and other items of personal interest. Relationship building is best accomplished through volunteer involvement in committees and parish activities and with the celebration of monthly birthdays, a Christmas Party, a Year-End Party held in June and other fun outreach impromptu events. These have included a High Tea, The Theater, a Religious Retreat and to feeding the Homeless. No

income from the Women's Guild is used for the outreach impromptu events.

To direct the business end of the ministry, we elect a seven-member **Board of Directors** to include a:

**President,
Vice President,
Treasurer,
Assistant Treasurer,
Membership Coordinator,
Recording Secretary, and
Corresponding Secretary.**

The Board sets the tone and direction of the ministry as well as helps to ensure that we can operate to our fullest capacity.

“To help provide service to the parish community at large and to assist the Pastor with activities for the church.”

The Feast of St. Francis of Assisi: Celebrated in October of every year; the parish celebrates the Feast of St. Francis of Assisi over a 3-day weekend with a variety of Food, Sweets, Ice cream, Children's Games, Bouncy Houses, Live Music, Entertainment, Pet Adoptions and the Blessing of the Animals on Sunday. The Women's Guild purchases a sponsorship to support the Feast and prepares for and staffs the

Boutique Booth that sells holiday decorations, kitchen items, furniture, etc. during the Feast. Members will also volunteer to support other functions of the Festival.

Lent: Every Friday of Lent, excluding Good Friday, the parish provides a “Fish Fry.” One Friday each ministry reads the **14 Stations of the Cross** as well as supplements and serves the meal following the service. Members bring such foods as breads, potatoes, pasta, etc.

Welcome Time & Talent

Ministry: Monthly orientations are held to welcome parishioners new to the church and to encourage their involvement of time and talent in the life of the parish. A Women’s Guild member attends to encourage membership in the Women’s Guild ministry.

“To strengthen a sense of social belonging for its members. To deepen their spirituality as a smaller part of the parish community”.

Corporate Masses of the “Women’s Guild” are held to allow our spiritual advisor, Father John, and parishioners to show appreciation for the work we do for the parish. We also attend “**The Feast of St. Clare of Assisi Mass**” held to honor St. Clare and the Women’s Guild for their commitment to continue her work and their past efforts. **The Feast Day of St. Clare of Assisi is on August 11th.**

An “**In Memoriam Mass**” is held annually to honor our deceased members. **This is held at 6:00 p.m. before the scheduled General Membership Meeting.**

Standing Committees

Are established by our bylaws to

serve a permanent and continuing function.

Bake Fest: Volunteers coordinate sign-ups from the General Membership to make baked goods to sell over selected weekends while other members work at the table in the vestibule before and after all the masses to collect donations for baked goods.

Helping Hands: Created to assist our members in whatever capacity is needed. This could include special needs such as a ride to a doctor’s appointment to providing meals after surgery.

Hospitality: Volunteers purchase and serve Birthday Cake, coffee, tea, hot chocolate, and water to celebrate member birthdays at every General Meeting.

Historian: Events are recorded with pictures that showcase activities that take place over the year.

Nominating: Candidates are nominated for Board of Directors’ positions and elected at year end. Positions require a two-year term and attendance at the monthly Board meetings held the week prior to the General Membership meeting.

Prayer: At the start of each General meeting, everyone prays the St. Clare of Assisi Chaplet. Members are allowed to write in the Women’s Guild prayer book, the names and intentions of those individuals who need the support of prayer. Members can also write in their expression of

gratitude for assistance provided them by members.

Raffle: Members at the registration table sell raffle tickets to the general membership. Prizes or cash are provided at every meeting. The proceeds go into the Women’s Guild Coffers to meet the business needs of the Guild or for later distribution to the church.

Special Events: This committee plans events during General Membership Meetings and also outside activities such as a night at the theater, a midday tea, a painting party, etc.

Sunshine: This person mails Birthday, Get Well and Condolence cards to members.

Welcome: A registration table is provided for this Committee in the hallway of the vestibule to sign-in members, and to greet and introduce new members to our ministry.

Special Committees

Are formed to carry out a task or function not covered by the existing Standing Committees and exist only as long as it takes for them to complete their work. The Derby Day Luncheon and Fashion Show is an event that requires the development of special committees.

Derby Day Luncheon and Fashion Show is held annually in May, on the Friday prior to the Kentucky Derby. It is led by one or two Chair(s) who oversee a number of committees necessary to put on the event.

This is our biggest fund-raising event of the year. All proceeds go towards the parish's Master Plan: "God's Miracle in the Desert".

Special Committees formed to carry out the Derby Day functions are:

Advertisers/Sponsors: Charged with finding businesses or individuals to advertise in the Derby's Program to offset the cost of the program and hopefully creates additional income.

Auction Payments/Finance: In coordination with Parish Staff, the Treasurer and Assistant Treasurer work to collect and count money throughout the weeks leading up to and at the event.

Auction Redemption: Members help to monitor the Silent Auction, collect bid sheets, and, after compilation by the Auction Payments/Finance Committee, hand out winnings of the Silent and Live Auctions.

Centerpieces: A centerpiece is designed for all the tables. Coordination of choosing the flowers, delivery to the venue, putting them together and finally on each table is the task of this group.

Donation Acknowledgements: Each person that donates money or items for the Silent or Live Auctions completes a donation acknowledgement form. Letters from Father John are written to thank the donors for their generosity, copied and mailed. A

donor list is also provided for inclusion in the Program.

Fashion Show: Coordination with a clothing store is set up to showcase their fashions during the event.

Favors: A favor is decided upon and placed at each setting for attendees to enjoy.

Hat Contest: Guests who choose to enter in the hat contest must register at the Hat Contest Table close to registration. This committee acts as judge and selects winners in three categories.

Live Auction: Volunteers collect prizes for the Live Auction and coordinate packages and a display for viewing prior to the start of the event. Members assist the Auctioneer in finding bidders in the crowd and provide winning bid sheets for payment and prize collection.

Program: Ads and Sponsorships are organized in the program as well as recognition of volunteers.

Raffle Tickets: Tickets are sold during a few selected weekends after mass before the event, immediately prior to and during the event.

Registration: Attendees are checked in, provided a program and a table location.

Silent Auction: Prizes are collected and placed in baskets that are transported to the event. Members also watch over the event while it is open for bids and monitor the collection

of bid sheets at the close of the auction.

Sponsor Flowers: Sponsors pay a premium for a table and are thus provided with a special floral arrangement, recognition of their company, and advertising in the event Program.

Ticket Sales: The Derby event is published in the church bulletin. A member is designated to collect calls and answer questions. They also sell tickets during a few select weekends in the church vestibule prior to the event.

Technology "Lights, Camera, Action": This person handles all the lighting and sound for the event.

Father John Assalone is our mentor at St. Francis of Assisi. Whenever necessary, he will request our help with other events at the church and volunteers from our membership will be made available to assist him.

This document includes information to assist prospective members in getting to know what St. Clare of Assisi Women's Guild does every year for the church. The Membership Coordinator can also provide additional information regarding joining the ministry here at St. Francis of Assisi.

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