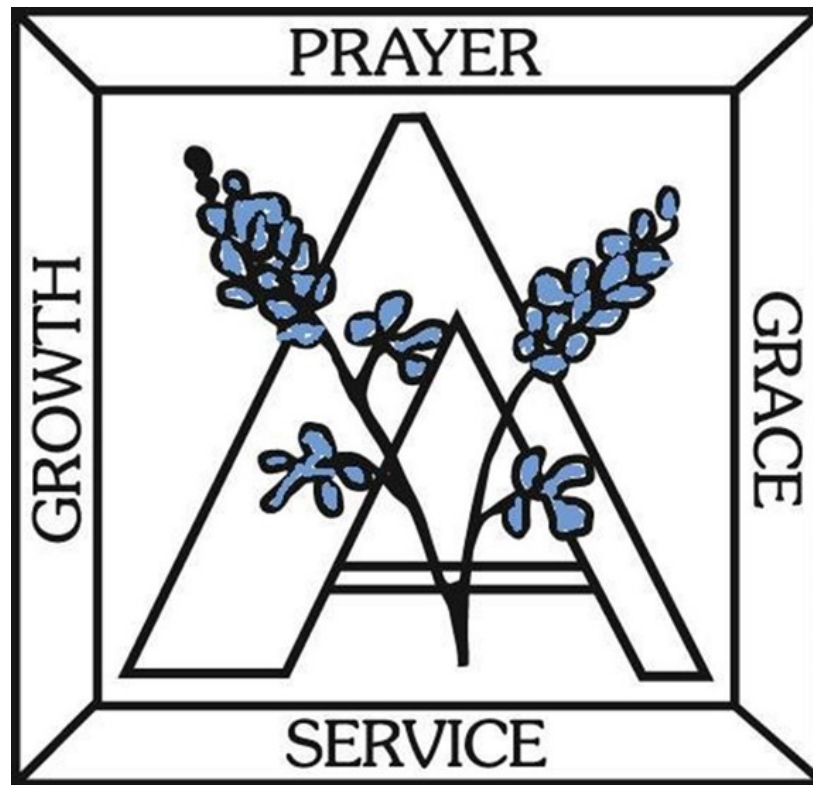


St. Anne's Guild



**CELEBRATING
OUR
COMMITTEES**

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Get Involved

The purpose of St. Anne's Guild

The purpose of the Guild is to serve God through a greater commitment, to realize the joy that comes in *direct proportion to knowing Him, and to unite the members through prayer, work and mutual support, making St. Anne a beacon of love and commitment.*

The value of the Guild's committees

A committee can be one of the most productive tools that an organization has to work with. St. Anne's Guild, its board, and its members accomplish the objectives reflecting our stated purpose primarily through the work of our 17 standing committees. The standing committees serve a variety of functions across the Guild and each is most likely to have a function-specific purpose, which is described in this brochure. In addition, ad-hoc committees are occasionally formed to attend to special short-term projects.

In each committee the chairs and co-chairs define the goals and objectives, providing leadership for the committee members. Committee chairs and co-chairs also serve as members of the board, as appointed by the sitting president.

The importance of committee membership for Guild members

The plain truth is that you get out of the Guild what you put in to it. This is not an organization for observers or onlookers, it is for doers. Committee membership enhances your overall Guild experience. Our organization, our members, our parish community, and even the local Houston community benefit from what you do here.

Do you enjoy meeting, talking, working, brainstorming, and building relationships with other bright, interesting women? Becoming an active member in one or more Guild committees is a sure-fire way to share in the energy of this wonderful organization. Membership in Guild committees is key to understanding the heart and soul of St. Anne's Guild.

Do you love to "give back" to the community? Many of our committees provide the opportunity to do just that, for both our parish and the local community. Are you itching to invest some of your time, skills or talents in activities that bring you joy? Membership in a committee provides ample opportunities to use what you have to give. Just do it!

Selecting committee membership

Guild members of all ages and lifestyles can find the type of committee that works best for them. Whether employed full-time, part-time or retired; homebound, or a mom with kids from "toddlers to teens" and more, there is probably a Guild committee that is just right for you.

Talk to a committee chair or co-chair; ask other Guild members what choices they've made and what attracts them to those committees.

Find your niche. Get involved!

COMMITTEE DESCRIPTIONS

For each of the descriptions on pages 5 through 13, the committee chairs and co-chairs have provided a summary to address these important questions:

- What is the purpose of the committee?
- How do the Guild and the parish benefit from the committee?
- What do committee members do?
- What level of commitment and availability are needed from committee members?

QUICK SELF-ASSESSMENT

YOUR INTERESTS, SKILLS AND AVAILABILITY

In choosing committee membership, the best place to start is with a quick self-assessment:

- How could the committee's purpose help you connect with the parish community and your faith development?
- Do you have soft skills, technical talents, or individual interests that would benefit the committee?
- What time could you devote to committee activity?

ALTAR SOCIETY

The **Altar Society** is a very happy committee, and we love the work that we do. The Altar Society has three important purposes. Our committee members straighten up the Sacristy once a week, assist at Baptisms once or twice a month and conduct a yearly Bake Sale. Our members can choose how involved they want to be. Additional meetings are rarely required.

Straightening the Sacristy is usually completed on Thursday by one or two people. We refill supplies of hosts, wine, and candles. We remove wax from candle snuffers and candle holders. Vestments that have been purchased by the Altar Society are also steam pressed, but by another group on the committee. Members are generally assigned once each month for serving in the Sacristy.

Baptisms are scheduled by the church office and are performed on Saturday mornings. We arrive at 10:00 am and usually leave by noon. We prepare the arrangements, assist during the Baptism, and clean up afterwards. Each Baptism requires at least four committee members to assist. Members receive the dates in advance and can choose whether or not to assist. We all love assisting the Baptisms and some like to assist at every one of them.

The yearly Bake Sale is held after the Masses on the weekend before Thanksgiving. All Guild members are invited to bake, as we prefer home baked goods. Members are needed to bake, set up and host the Bake Sale, manage check-out for customer purchases and help where needed. We can work around your schedule. The Bake Sale occurs once a year and requires a little or a lot of baking at home as well as some of your time during the sale.

The Bake Sale is our only money-making project of the year. The Guild and the parish both benefit from the Sale. Previous proceeds purchased vestments for the priests and deacons and the wine used at Mass.

The Altar Society needs members who can commit to helping when needed.

BUILDINGS AND GROUNDS

The **Buildings and Grounds Committee** serves as a liaison between the Guild and the parish Building and Grounds Committee regarding beautification, maintenance, upkeep and repairs to the church, grounds and buildings.

Input from the Buildings and Grounds committee members helps to assure that certain standards are maintained during campus renovations as well as for regular upkeep.

Members are called upon at least once a year for special projects that are beyond the scope of church staff. This might include cleaning the sanctuary before Easter and Christmas, cleaning the safe and closets in the sacristy, noting various upkeep needs in the Bride's Room and on the parish campus in general.

Members are asked to attend at least one meeting a year to become acquainted with our goals and with each other. Attendance at one or more sessions of special cleaning in the spring and fall is required. In the last several years these committee meetings have been held on a Saturday with special assignments during the week also available.

CHRISTMAS PARTY

The **Christmas Party Committee** is responsible for planning and presenting this annual holiday event, the biggest Guild social program of the year. Committee members assist with the theme, invitations, caterers, decorations, games and prizes – all while staying within budget!

Preparation takes place from early September until the December party date. But don't let that scare you! Members enjoy playing Santa's elves, delivering a festive feast of food, friendship and fellowship.

Committee Chairs maintain the budget and payments and select the theme, caterers, menu, and decorations. They craft newsletter reminders to drive excitement and ticket sales.

Committee Members assist in choosing the invitation design; address, send and email invitations; and maintain a database of paid guests. They set up the room before the event, arrange for security and music, oversee provision of beverages, handle event check-in and greeting, and clean up after the event. Committee meeting attendance is necessary as the timeline is short.

Creative, enthusiastic and active volunteers, as well as those with computer database knowledge and neat handwriting, best serve this committee. Just a few scheduled days to convene for updates, address and send emails, decoration and set up and break down are required.

COMMUNICATIONS

The **Communications Committee** serves as the direct means of communicating timely information, announcements, and alerts from the Guild President and committee chairs to all Guild members. Communications are generally sent by email or text, and by telephone for those members with no internet connection.

The committee is particularly valuable for notification of upcoming Guild and parish events and for encouraging participation. Keeping in touch with members we have not seen is also encouraged by our committee and by individual Guild members.

Committee members need to have email capability and the ability to send emails once information is provided by the Guild President or other committee chairs.

COMMUNITY SERVICE

The **Community Service Committee** (ComServCom) provides multiple opportunities for members to make a difference in the lives of our brothers and sisters impacted by poverty, disaster and injustice.

The committee helps volunteers from the Guild to support St. Anne's chosen charities, and it strives to create an environment of information, dialogue and action for use by Guild members in living out Catholic commitment to those in need. ComServeCom helps members to discern their own best ways to serve in one or more of its ongoing efforts.

To meet these goals, the Community Service Committee (ComServCom) will

- * Organize regular, as well as "as needed", projects for Committee members to collect necessities for the poor or disadvantaged persons served by various community charities, particularly, Christian Community Service Center (CCSC), for which St. Anne parish is a member.
- * Collaborate with other parish leadership and organizations in such projects, as appropriate.
- * View all Guild members as partners in service as they have time / desire to participate.
- * Meet in person, in small groups, or occasionally as a whole committee through the year.
- * Maintain a spirit of prayer whenever coming together, remembering that Christ is present in us, in our efforts, and in those we try to serve.

ComServCom leadership consists of a primary chairperson, and additional co-chairs who take responsibility to coordinate CCSC major projects to which the parish is committed, and other major ComServCom regular commitments, as follows:

- * Back to School: Annual drive for CCSC guest families to receive school supplies and other necessities at the beginning of the school year;
- * Jingle Bell Express: Annual drive at Christmas time for CCSC needy families to receive gifts for children;
- * CCSC General Contact: Participates in quarterly Council of Member Churches meetings, coordinate information to/from CCSC on projects, fund-raisers, emergency services;
- * Amazing Place: Annual luncheon at St. Anne's for participants in the Amazing Place day care center for individuals with dementia;
- * Casa Juan Diego, Catholic Worker Residence for refugees: Friday lunches provided to the women's residence and staff by ComServCom members.

Book study on social justice-related topics through Zoom meetings has been popular as an occasional activity for interested committee and Guild members.

Tools needed for participation include Internet access for occasional messages, signups, Zoom meets, and automobiles handy for some services, or teamwork with other members.

*When you join this committee, you will be part of a group that wants to help others.
Your gifts and talents – and time, (even if limited) – all are WELCOME!*

CORPORAL WORKS OF MERCY

Providing respectful assistance at parish funerals for both the parish and grieving families is the responsibility of the **Corporal Works of Mercy Committee**.

The Guild benefits by being visibly represented to the community as our members are actively in service and are easily identified wearing distinctive sashes. The parish benefits from the volunteer efforts of the committee members which otherwise might require taking staff away from their duties.

Assistance at funerals begins with greeting guests as they arrive in the church and distributing programs and prayers when provided. In addition, committee members assist in ushering the guests during Communion, assuring that the church is orderly after the service is completed, and performing other duties as assigned or unforeseen. An outline of duties is provided by the committee chair. When assisting at funerals, committee members should always embrace hospitality and be alert to situations that require help.

The timing of funerals is unpredictable. Committee members are only expected to serve when they are willing and able. There is no rotation system, but flexibility is greatly appreciated.

HISTORIAN

A visual record of Guild activities and accomplishments each year is valuable for our recollection and helps to tell the story. Capturing these images in an ongoing photographic record is the responsibility of the **Historian Committee**.

Photographs are taken at scheduled gatherings such as the monthly board and general meetings; at special events, such as the Advent and Lenten days of prayer; and at major social occasions, such as Games Day and the Christmas party.

Photographs are frequently posted on the Guild's secure Facebook page and transmitted to the Newsletter Committee for illustration of articles. Modern technology has made the taking and sharing of Guild photographs quick and effortless.

A flash drive with all pictures is submitted for archiving.

The Historian Committee is a good match for members who can assist the Historian by photographing Guild gatherings and events when extra coverage is needed.

HOSPITALITY

The **Hospitality Committee** is responsible for planning, purchasing, preparing and serving the meals and refreshments for the monthly Guild general meetings. We also manage the decorating, setup and clean-up. On rare occasions, Hospitality is also asked to provide volunteer help for parish events.

The friendly atmosphere helps form strong bonds in the Guild and encourages further participation in the Parish in numerous ways. This committee is one of the best introductions to the Guild, and numerous friendships start here.

Committee members may offer to help when available. Responsibilities may include planning, purchasing and organizing the preparation, serving, decoration, set-up and clean-up for the general meetings. Members may also help with meal preparation. A smile and a good attitude are all that committee volunteers need.

We highly encourage committee members to volunteer for at least one general meeting during the Guild year. The time commitment is roughly two to three hours. This is a good way to volunteer if your time is limited or you need a flexible opportunity. Come join this committee, meet new people, and have a good time.

MARTHA

The **Martha Committee** provides hospitality to families and friends of the deceased whose funerals or memorial services are celebrated at St. Anne Church. This service is always greatly appreciated.

Committee members are emailed by a co-chair when a funeral reception is scheduled. Members serve when their schedules allow. Most funerals are celebrated during the week but may occasionally be held on Saturdays. There is usually no more than a week's notice for a reception, however there is no pressure on committee members to serve.

We prepare the room and act as hostesses at the reception by providing beverages and setting out the trays of food which have been ordered by the family of the loved one. Occasionally, the family will hire a catering service for the duration of the reception.

With our help, the guests can relax and enjoy the refreshments while having the freedom to visit with friends. In this capacity, we are an extension of the church community in expressing sympathy to those in attendance. Most receptions conclude after an hour or so. Committee members clean up and return supplies to the Guild closet.

In early October we prepare remembrance cards which have been signed by the pastor and we mail them to a member of the decedent's family. The cards are kept in the Guild Closet. The list of all who have died during the year (October to October) is provided by the church office. They are remembered on All Souls Day and throughout the month of November.

We are friendly and compassionate toward the guests. We ask that our members be physically able to set tables and to stand for an hour or so. We are an outreach of God's love and compassion for our brothers and sisters in mourning.

MEMBERSHIP

The **Membership Committee** is everyone's first introduction to the Guild, but it goes much further than that.

The Membership Committee's primary responsibilities include processing all paper and online member registrations, recording and maintaining the member database, welcoming new and current members at general meetings and conducting the annual membership renewal campaigns.

Much of the Guild's work depends on the Membership Committee. An updated and accurate database is required to create the annual Directory and provides for smaller tasks like addresses for the Christmas Party invitations. The Membership Committee helps the Guild's new members join, learn, and feel welcome in our organization. Membership committee members help with recruitment and ensure an effortless renewal process for continued strong Guild member involvement.

Activity in the Membership Committee includes a variety of tasks from hosting the Welcome Table at general meetings, assisting with online enrollment and renewal, interviewing new members for special Guild Newsletter articles and participating in occasional New Member receptions.

The Membership Committee is a good fit for ladies with a friendly, outgoing personality, good organization skills, interest in assisting new members and of course, attention to detail. Good computer skills in word processing and/or spreadsheets is a huge asset, but not required.

NEEDLEPOINT

The **Needlepoint Committee** is responsible for stitching various Guild and parish projects, such as the Christmas ornaments for the tree in St. Basil Hall, and the sashes worn by Guild members at St. Anne's funerals.

The committee meets once a month to stitch together and enjoy fellowship. For those of you who are interested in needlepointing, please come and join us. We would love to have you!

NEWSLETTER

The **Newsletter Committee** produces a monthly newsletter to inform St. Anne's Guild members about our membership and activities.

Throughout the Guild year we publish issues in July, September, October, November, January, February, March, April, and May. All published newsletters are kept in the Newsletter Committee binder for reference.

Committee co-chairs plan and lay out each newsletter. Committee members write new member profiles, proofread copy, and help with distribution (fold hard copy and stamp/stuff/mail envelopes to members who request the newsletter in print format).

This committee relies on the cooperation of Board members to submit timely content for each issue. Committee activity is handled through email.

NOMINATING

The **Nominating Committee** prepares a slate of potential qualified officers for the following Guild year, which is communicated to all voting members one week prior to the April general meeting.

The members of the committee are appointed by the sitting president in accordance with Bylaw Article VII, Section 1.A. Nominated candidates will not sit on the Nominating Committee.

The committee members need to understand the requirements for candidacy for board positions and have a reasonable knowledge of the duties of each executive position (as stated in the Bylaws). The members of the Nominating Committee work together to prepare an officer slate presenting the name of one candidate for each of the elective offices. To prepare the proposed slate, the chair notifies the Guild's general membership that nominations are being accepted, traditionally posted in the newsletter. Additional notices may be distributed as needed.

Members need to be available and willing to meet with the committee as needed and be committed to the process of preparing the slate. Discussion and decisions are confidential and not to be shared outside the committee.

SCHOLARSHIP AND DONATIONS

The purpose of the **Scholarship and Donations Committee** is to aid in the work of the Guild by receiving and processing donations directed to **The St. Anne's Guild Scholarship for Service Fund**.

Spearheaded by then Guild president Joann Roach and a group of Guild members, the **Guild Scholarship for Service Award** was introduced in 2001. Each year, the award recognizes a female student(s) of outstanding character with a history of service to the school, parish, and greater community. Based on the annual donations, the administration of **St. Anne Catholic School** determines the recipient(s) and the amount of each scholarship.

The committee chairperson(s) directs the activity of the Committee and maintains communication with the Guild, school administration, parish and The St. Anne School Foundation. The Chairperson (s) keeps the Guild Board updated with the latest donation numbers, maintains a current Google Excel file, corresponds with the Treasurer, and updates the Guild in the Newsletter. The Committee makes recommendations to the Board for the annual scholarship amount.

Scholarship Committee members attend planning meetings and facilitate donations by marketing. The Committee encourages members to donate in honor of a special person(s), special event, and as a memorial. Each gift is recognized by sending thank you notes. Recipients are announced in May and honored in September at the General Meeting. The Scholarship Committee commitment is a blessing to all who are involved in encouraging future generations.

SPIRITUAL LIFE

The **Spiritual Life Committee** represents PRAYER, one of the four Goals of the Guild; it unites members through personal and community prayer activities that deepen spiritual growth and enrich personal faith. Spiritual Life activities may include:

- **Lenten Day of Reflection
- **Advent Day of Reflection
- **Prayer intentions for Guild members and their families
- **Convocation opening and closing prayer at all Guild board and general meetings
- ** Assist Guild president with any request for assistance by a Guild member
- ** Recitation of the Rosary at Guild requested events
- **Spiritual reflection for the monthly newsletter

This committee is guided by its co-chairs; it relies on other committee members to assist the co-chairs during any activity and to honor their committee responsibilities with grace and prayerful intent.

The Spiritual Life Committee meets once or twice a year to discuss various needs and duties, which allows members flexibility to accommodate personal schedules and other commitments.

WAYS AND MEANS

The **Ways and Means Committee**, through the events it holds, is the main income generator for St. Anne's Guild. Through our committee's efforts and the generosity of Guild members, the Guild covers its annual operating expenses and special projects. Monies raised by the Ways and Means Committee have also been used to fund our capital campaign pledge for the parish.

For the past 15+ years, Ways and Means has kicked off annual fundraising activity by hosting the popular Games Day social event. Games Day is a day full of table games, fun and fellowship enjoyed by Guild members and their guests, usually numbering over 100 ladies. Featured at the event are raffles, prize drawings, and the "fabulous" Sign-Up Parties hosted by Guild members for the year.

Committee chairs coordinate and promote the annual Games Day event and the Sign-up Parties, including sourcing raffle prizes from donors. Committee members assist with the preparations, planning and hosting of Games Day. Committee members will also reach out to other Guild members to host sign up parties.

Creative and proactive women who enjoy party planning and putting it into action are welcomed for our committee. This is a great committee for women working outside the home or those who can work remotely as most activity is done through phone calls or emails. We also enjoy engaging other members in conversations at Guild meetings and events.

WEDDING ASSISTANCE

The **Wedding Assistance Committee** serves engaged couples holding their weddings at St. Anne Catholic Church. We assist them in preparing for the ceremony uniting them in the Sacrament of Marriage.

Committee members (coordinators) confer with the couples 7 to 10 days prior to the rehearsal to discuss the details of their ceremony. We conduct rehearsals on the day prior to the wedding and coordinate the various ceremony components on the big day. Parish guidelines regarding florists, photographers and videographers are stressed and enforced by each coordinator. Consultations with the priest/celebrant, sexton, organist, cantor, and/or other musicians help the ceremony proceed smoothly.

The Wedding Assistance Committee and its members meet twice a year to volunteer for upcoming weddings. Lent is our hiatus, but otherwise the committee coordinates weddings almost every weekend. Members conduct an average of 3 to 4 weddings a year. Rehearsals are held on Friday evenings beginning at 5pm with 45 minutes allotted for each rehearsal. On the wedding day, the coordinator arrives at St. Anne an hour and a half before the ceremony and remains until the post-ceremony photograph session is completed.

Coordinators are encouraged to become Eucharistic Ministers in order to assist priests presiding over larger weddings, however this is not a requirement.

Guild members who are calm, attentive and delight in wedding details are a perfect match for this wonderful committee. Once you begin assisting with St. Anne weddings, you'll never want to stop.