

NATIONAL COUNCIL OF
CATHOLIC  WOMEN



High School Group Facilitator's Guide

Table of Contents

1. Introduction and Benefits of Membership
2. Duties of Facilitator:
3. Sample Agenda
4. Mentoring Guidelines
5. Leadership:
 - a. NCCW Resources and Programs
 - b. Ice Breakers
 - c. Projects
6. High School Membership Form

Introduction

In his newest encyclical “Cristus Vivit”, Our Holy Father upholds Our Blessed Mother as a model for “a youthful Church that seeks to follow Christ with enthusiasm and humility” (p 43). He describes her this way:

“We are always struck by the strength of the young Mary’s ‘yes’This was no passive or resigned acceptance.... She was determined, she knew what was at stake and she said ‘yes’ without thinking twice. Hers was the ‘yes’ of someone prepared to be committed, someone willing to take the risk, ready to stake everything she had, with no more security than the certainty of knowing that she was the bearer of a promise.” (p.44)

As adult members of the National Council of Catholic Women we call this determined, young woman Our Lady of Good Counsel. We remember, too, this remarkable young woman as one who not only had the strength of faith in the promise, but the stamina to accompany Her Son, Our Lord Jesus Christ, on his journey accepting all aspects of it, from the beauty of His birth to the sorrow of his agony and death on the cross of our salvation.

We, these experienced members of Council, invite you, our young people, to join us as we experience our journey in Christ. It is our hope that you will continue to grow to be strengthen your faith as you travel with us. It is also our hope that your youthful enthusiasm will, as our Blessed Mother’s did so long ago, strengthen our hope and joy, charity and faith as we travel with you.

Benefits of NCCW Membership

- There are many benefits to being members of the National Council of Catholic Women:
- Representation at the biannual meetings of the United States Conference of Catholic Bishops
- Access to NCCW Spirituality, Service, and Leadership programs and resources
- Representation at United Nations, The World Union of Catholic Women’s Organizations, Catholic Social Ministry Gathering, and the Religious Alliance Against Pornography
- Get a copy of Catholic Women magazine
- Partner with Catholic Relief Services, Cross Catholic International, The Center for Missing and Exploited Children, and Catholic Climate Covenant
- Invitations to retreats, conventions, and other events in your area

Chances to grow and develop in the following areas:

Leadership: Are you a natural born leader? Do you wish to strengthen your skills in this area as a step toward a future career? This aspect of Council helps you grow those skills from a Catholic Christian perspective.

Spirituality:

Church: In this area, you will learn about Catholic role models as well as aspects of the Catholic faith to put into practice

Legislative: Do you like politics and legislative practice? This will apply your Catholic faith to local, state, and national law

Anti-Pornography: In many councils this goes together with legislative and probes Catholic principles in this area

Respect Life: Examines and discusses Catholic teaching as it relates to life issues
Service:

International: Provides outreach to peoples of other nations who are in need

Family/Community: Examines the role of family/community issues from a Catholic perspective

“Do Not Be Afraid, I am with You”

Recognize the lyrics to the hymn “You Are Mine”?

Just in case you wonder how you can possibly take all this on, you need to know that you will not be alone, for a Facilitator will be with you on your journey to help you along.

What is a facilitator? Well, she will be someone special from Council to help you begin your group and will be there to answer your questions as you move along.

She can help you select the members of your executive board and share with them the duties that are entrusted to them. She can also help you select Commission members and equip them.

You will also have a Spiritual Advisor. This could be a priest, deacon, religious, or Catholic lay person. Their job is to undertake the role as well as the responsibility for the spiritual growth, development and life of the group. This role is appointed by the Diocesan Bishop.

You may, if possible, consider having a Speaker come and talk. Usually, the commission chairs select the speaker and presentations are generally short and informative. This can be an opportunity to inform about a career topic and its place in Catholic values.

Sample Agenda for Facilitator**Call to Order**

Opening Prayer: NCCW has a book of prayers for this use. You can also use your own. This is a great way to learn to pray publicly and from the heart. Ask the girls if they have any special prayer requests that they would like to share, reminding them that anything shared at the meeting is to be held in strictest confidence.

Pledge of Allegiance

Welcome

Ice Breakers - see section under **Welcome** in this manual for ideas.

Reports:

Secretary's Minutes from last meeting

Treasurer's Report

President

Commission Chairs

Unfinished business

New Business

Closing Prayer

Mentoring Guidelines

National Council of Catholic Women's Mission

The empowerment of women does not mean control, rather we support and encourage others to fully realize their God given talents and potential. Individually, women feel empowered by the successes in their work and families. Collectively, women feel empowered when united under a common purpose or goal. Mentoring often goes further and deeper than friendships. Goals and accountability are not always the norm in a friendship but are so in mentoring.

In a nutshell what are the Roles of Officers?

Chair/President

Be the face of the organization

Be a facilitator, not a dictator

May vote when it is taken by ballot or when her vote makes a difference in the outcome (e.g., to make or break a tie)

Vice President

Take over for the President when she is unable to preside or attend

Be supportive

Perform any tasks assigned to her

Secretary

Take accurate Minutes

Keep copies of all Minutes and give to successor

Take and keep membership roll

Treasurer

Maintain financial records

Provide vouchers to members who are authorized by the membership to be reimbursed

Make motions at meetings to pay bills (during her report or new business)

Parliamentarian

Quietly help at meetings to make Chair look good!

Assist in composing the meeting script for the Chair

May serve as chair of bylaws committee and give parliamentary tips at meetings

What are the Very Important Roles of Members?

Attend meetings

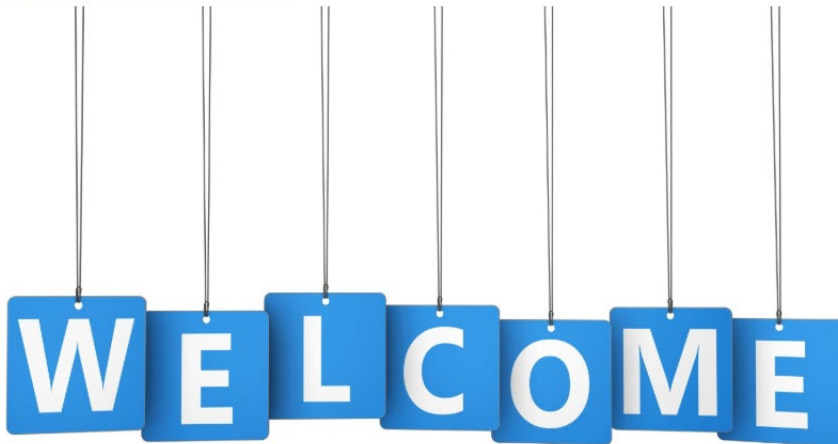
Participate in activities and in making decisions

Contribute to the success of the organization by paying dues, serving on committees, and becoming an officer

NCCW Resources and Programs

Access exclusive member resources by logging in to the member site! You can set up your account by joining as a member online at www.nccw.org, or the NCCW office can set it up for you through phone or email. There, you can access resources such as our prayer services, mini retreats, and more.

Your membership is currently active. [Details](#)



What would you like to do?

- My Membership
- My Donation
- My Orders
- Gift Store
- Update My Profile
- Current Events
- Setup My Login
- My Registered Event
- Manage My Addresses
- Member Only Resources
- Board of Directors Only
- Login Home
- Log out

Welcome! Ice Breakers

The NAME GAME With a Twist (or a Shake or a Snap!)

With the group standing in a circle, have the participants each choose an action for every syllable of their name. Example: Mary has 2 syllables, so she does a hip shake with “Ma” and snaps his fingers for “ry”. Once Mary has done her action while saying her name, the whole group repeats. After the 2nd person does her name, the whole group repeats, then does Mary’s again. And so on ‘til everyone has done it.

NOTE: All Mary’s will use the same motions, etc.

It happened HOW?

A group tries to create a unified story from a set of sequential pictures. The pictures are randomly ordered and handed out. Each person has a picture but cannot show it to others. The pictures may be photos or from magazines. Success requires patience, creativity and communication.

- OPTIONAL---Pictures may relate to a specific event in your school or a program of one of the commissions.



BALLOON BOP!

Only one balloon is needed, and the group stands in a circle.

One person is called to the keep the balloon in the air using only her right hand. The balloon is not caught but kept in the air and controlled. Control is determined by 3 consecutive taps.

When the first person has gained control, she calls the next person and what body part she may use----left elbow, head, right foot, index finger, and so on.

If the balloon is dropped, another name is called to use the same body part. (If Mary can’t keep it up with her left elbow, Joyce is called in, but must also use her left elbow.) Success requires coordination, communication and cheering support!

THIS IS A WHAT?

This is a fun circle activity and can easily be done sitting down. The LEADER has a basket of common objects. Taking one out she turns to the person on her left and says “this is a spoon.”

To which the person replies “A What?” And the Leaders repeats,

“A Spoon.”

The 2nd person then takes the spoon and says

"OH, a Spoon!"

The 2nd person then passes the spoon with the same dialogue to the 3rd person, seated on HER left.....at which point the LEADER takes out another object and begins with that one.....

Lots of laughs and fun as the objects go around and the repetitions get louder and louder and the responses confusing! Try using some religious items for more fun.

The Great Balancing Act

Each participant needs a medium sized balloon. Balloons should be the same shape and size.

The object is to balance a balloon on the end of your finger. Have a competition to see who can do it for the longest. The balloon must not be held, only balanced, and it must not be tapped. The finger must always be in direct contact with the balloon. Good for focus, concentration and physical movement; sure to promote laughter.

CIRCLE FUN

Split the group into two equal circles. Have them form two concentric circles, with partners facing each other.

The facilitator explains the rules to the group:

When you hear me say "speak," partners speak to each other either about a predetermined topic. (The topic may remain the same or change during the game. Choose something simple "your middle name," "where you were born" or "your favorite dessert" and move on quickly. If some are newcomers, this is a great way to introduce the members.)

When you hear me say "stop," everyone must immediately stop talking - even if you are in the middle of a sentence. (This may be the greatest challenge!)

When I say "switch": the entire outer circle moves will move one space to the right. No one may begin talking again until you hear me say SPEAK!

The "trick" to a good ice breaker, or a team building game, or a just plain "get to know you" activity is not really the activity. The "trick" is to have FUN WITH IT. If the leader is having fun, the group will catch the spirit and the game will become secondary.

Always choose games/activities that have simple RULES

and promote LAUGHTER!

Prepared by JANE CARTER

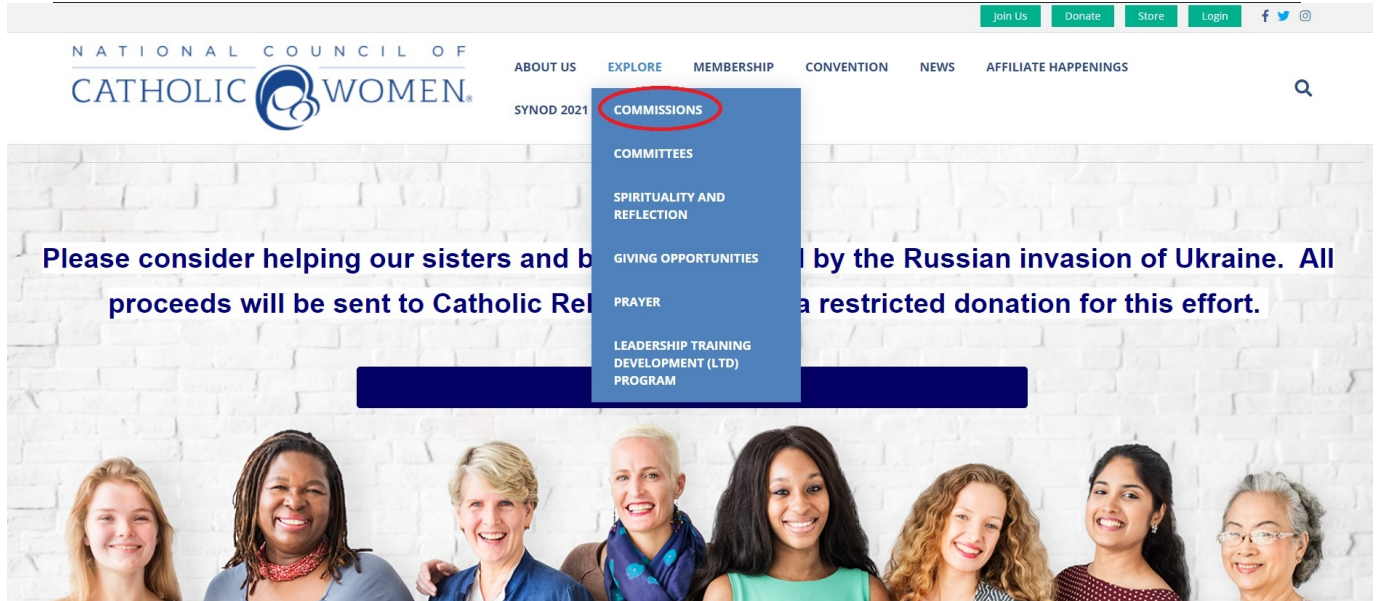
jcarter@att.net

ATLANTA PROVINCE BOARD MEETING

July 2008

Projects

A great place to get started with some project ideas are through the Commissions Page on the NCCW website. Simply mouse over the “Get Involved” tab on the top ribbon of the site to find this page:



Some great projects and resources that we have available on this page include:

- **"Friends with Pens" Prison Pen Pal Ministry**
- **Human Trafficking Youth Mentoring Guide**

Council of Young Catholic Women

The National Council of Catholic Women acts through its members to support, empower, and educate all Catholic Women in spirituality, leadership, and service. NCCW programs respond with Gospel values to the needs of the Church and society in the modern world. Founded by the United States Bishops in 1920.



- ♦ **Affiliate Group Membership** ensures that your group will receive our quarterly magazine, *Catholic Woman*, that reports on the issues and activities that are being addressed by your National Council of Catholic Women in today's world — locally, nationally and globally. You will also receive a monthly newsletter and communiques via email to keep you and your group informed.

Group Requirements:

- Ten or more high school age students
- A permanent faculty or staff advisor
- Annual Fee: \$50.00

High School

- ♦ **All Memberships are Represented:** The NCCW Board of Directors, Staff, and other volunteers work closely with the United States Conference of Catholic Bishops, the United Nations and World Union of Catholic Women's Organisations (WUCWO); representing the interests of Catholic women in service to the Church. Your membership ensures the united voices of Catholic women will be heard.
- ♦ **Leadership, Service, Spirituality:** NCCW members incorporate gospel values in their activities with a commitment to the dignity of all human life, to strengthen families, build better communities, and address societal problems at home and abroad. NCCW provides leadership, education, and advocacy on many contemporary issues, including social and economic justice, domestic violence, homelessness and human trafficking. NCCW offers their members resources for personal spiritual growth and development.

Member Information:

Name: _____

Address: _____

Phone: _____

Email: _____

High School / Parish: _____

High School/Parish Address: _____

Advisor Name (Affiliate Registration Only): _____

Advisor Email: _____

Advisor Phone Number: _____

Payment Information:

_____ Affiliate Group \$50.00

_____ Check made payable to NCCW

_____ Credit Card: MasterCard Visa Discover Am Ex

Name on card: _____

Account #: _____

Expiration Date _____ Security Code _____

Signature _____