

ST. PIUS X

ALTAR & ROSARY JOY!



Caring women working together to nurture the love of Jesus Christ through the intercession of Mary.

Operating Procedures

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Budget and Finances.....	3
Budget	3
Finances.....	3
Bylaws and Procedure Manual Review	6
Circles.....	7
Circle Membership.....	7
Circle Leadership	7
Circle Leadership Responsibilities	9
Circle Responsibilities.....	10
Circle Meetings	11
Circle Service Allotment	12
Circle Service Allotment	12
CREATING A NEW CIRCLE.....	13
Circle Disbanding	13
STEPS BEFORE DISBANDING.....	13
Disbanding a Circle to New Circle Membership	14
Death Notification and Memorial Masses	14
Attending the Funeral of a Member or a Member’s Immediate Family.....	14
Praying the Rosary for a Member or a Member’s Immediate Family	14
Memorial Masses	15
Funeral Dinner for a Circle Member	15
Executive Board and Executive Board Meetings	16
Transition Meeting	17
Flocknote Communication.....	21
Description of Groups.....	25
Inventory	27
Inventory Martha and Mary Fellowship Hall	28
East Closet	28
Cupboards	28
Drawers	29
Kitchen	29

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Storage Area Lower Level of the Church	29
Decoration Photos	30
Misc. Supplies	31
Leadership Team Meetings	32
Membership	33
Membership Voting	34
Memorial Gift Fund	35
Mentoring Program	36
Nominating Committee	37
October	37
November	37
January	37
February	38
March	39
May	39
Program and Business Meetings	40
Agenda	40
Program and Business Meeting Host Circles	41
Programs or Events	42
Rosary Guidelines	43
Service Projects and Scheduled Service Rotations	44
Social Correspondence and Confidentiality	45
Memorial Gift Donation Cards	46

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Budget and Finances

The Executive Board of Altar & Rosary JOY formulates financial policies and procedures, delegates administration of the financial policies, and has general supervision over the affairs of Altar & Rosary JOY.

BUDGET

The Treasurer shall draft a budget to be presented to the Executive Board of Altar & Rosary JOY at their annual planning meeting, generally held in July. After approval, this budget shall then be presented to the Circle Leaders at the Leadership Team meeting held in July or August.

FINANCES

1. Circle service allotments shall be established by the Executive Board of Altar & Rosary JOY at the beginning of the fiscal year for expenditures associated with service projects. Circle Leaders need to begin discussing in the fall how they shall use their allotments and report their plans at the monthly Program and Business Meetings. In choosing Circle service projects, keep in mind that Altar & Rosary JOY's mission is to: ***Donate our time and talent to projects, programs, and causes that promote Catholic beliefs and benefit St. Pius X Catholic Church, the community, and the world.***
2. A Circle may use their allotment to purchase supplies or food for their service project (e.g., supplies for a sewing project or serving a meal to a non-profit organization such as Connection Café or Habitat for Humanity, socks and underwear for a charity; necessary supplies or food for a service rotation, such as the Confirmation Dinner; or greeting cards to send to honorary members).
3. A Circle may use their allotment to make a monetary donation to an organization if members participate in a service of that organization (e.g., making meals; packaging, sorting or distributing food). The funds cannot be used to buy supplies for the Program and Business Meeting, the Spring Fun Event, or the organization's operating expenses. If a Circle has questions about their allotment expenditures, they should direct their inquiries to the Executive Board. These questions shall be addressed at the monthly Executive Board meeting and acknowledged with a written response to the Circle. Expenditures must be turned into the Treasurer by May 15 of the fiscal year. If money remains, it shall become part of the treasury.
4. Circle members requesting reimbursement for supplies or food purchased for their Circle Service Project or scheduled Service Rotations shall fill out a Request for Payment form, have the Circle Leader sign the form, attach the original receipts, and turn the form into the Treasurer. The St. Pius X Business Manager and the Treasurer request that one Circle member purchase supplies or food and turn in a Request for Payment form.
5. If a Circle is using their allotment to make a monetary donation to an organization where members are participating in a service or activity of that organization, the Circle Leader shall fill out and sign a Request for Payment form and turn it into the Treasurer (no receipt is needed). The Treasurer shall coordinate with the Circle Leader on how the monetary donation shall be delivered. No member shall be reimbursed for a monetary donation that a member makes directly to the organization. Expenditures for the Circle's scheduled rotation service projects are typically charged to the St. Pius X ministry sponsoring the event. Expense receipts should be submitted to the Treasurer, who is responsible for charging the appropriate St. Pius X ministry. Please consult the scheduled Service Rotations for specific details.
6. Requests for funds beyond \$100 shall be presented to the President and forwarded to the Executive Board. The Executive Board will determine whether the request embraces the Mission of Altar & Rosary JOY

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

and complies with the Budget and Finance Guidelines. If the request is denied, the President shall notify the person or the representative of the organization. If approved, the following procedure shall be followed:

- a. The request shall be presented to the members at the next Program and Business Meeting. The person or a representative of the organization requesting the funds shall be present to make the request and be available to answer questions. A vote is not taken at this meeting.
 - b. All members who have paid dues shall be contacted to vote on the requested funds (See Membership Voting in the Bylaws and Procedure Manual).
 - c. Circle Leaders shall discuss requests for funds and other needed votes at their next monthly Circle meeting. They shall vote at that time. If no meeting is scheduled before the voting results are due, the Circle Leaders shall reach out to members via email or phone regarding the requested votes. The Circle Leader shall ask members to respond by a set date or record the member's vote when the initial contact is made. Circle Leaders shall notify the Recording Secretary and the President of the number of members voting, the number of votes for and against the proposal and the number who abstained. Members not associated with a Circle shall be contacted by Flocknote and will be given a scheduled date to respond with their votes. A majority of the members voting are needed to carry a motion. The Recording Secretary shall tabulate the votes. The President shall compare the tabulation of votes with the Recording Secretary's count.
 - d. The decision shall be announced at the following Program and Business Meeting or by Flocknote.
7. Funding requests will be evaluated by the Executive Board based on the following guidelines.
- a. The request agrees with the Mission of Altar & Rosary JOY: *Donate our time and talent to projects, programs, and causes that promote Catholic beliefs and benefit St. Pius X Catholic Church, the community, and the world.*
 - b. The expenditure provides for basic needs such as food, clothing, or housing assistance to those in need.
 - c. The expenditure provides relief assistance to victims of natural disasters.
 - d. The expenditure purchases items for adornment of St. Pius X Catholic Church.
 - e. The expenditure purchases equipment or supplies.
 - f. The expenditure purchases supplies for service or hospitality projects.
8. The Executive Board shall oversee the allocation of funds in accordance with the mission of Altar & Rosary.
- a. At the July Executive Board meeting, the Treasurer proposes an operating budget for the current fiscal year that includes estimated revenue from membership dues and from the Bake and Craft Sale. The Treasurer also informs the Executive Board of the monies in the Memorial Fund.
 - b. At the July Executive Board Meeting, the operating budget is approved. The Executive Board discusses and determines if there are sufficient monies in the Memorial Fund based on the previous year's expenditures. If the current funds are insufficient, the Board will consider using money from the bake sale earnings.
 - c. July or August, the President and the Vice President meet with the Pastor and ask for his suggestions for purchases for Saint Pius X Parish.
 - d. October Executive Board, ask the Board members for project ideas for allocation of funds, to be submitted by the January Executive Board meeting.
 - e. October Business Meeting, the President asks members for project ideas for allocation of funds, to be submitted by the January Executive Board meeting.
 - f. November Circle meetings, Circle Leaders ask members for project ideas for allocation of funds, to be submitted by the January Executive Board meeting.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- g. January Executive Board meeting: after compiling the proceeds from the Bake Sale, the Treasurer informs the Board of the amount of money in the ending balance as of December 31. Any outstanding estimated expenses are withheld along with funds reserved for next year's operating budget and if necessary, additions to the Memorial Fund. Board members agree on the amount from the operating budget that will be available for projects. Specifically designated Memorial Funds will also be taken into account.
 - h. January Executive Board meeting, Board members vote on project(s) that will be submitted to a membership vote for allocation of funds.
 - i. All members who have paid dues shall be contacted to vote for one project for the allocation of funds. (See Membership Voting in the Operating Procedures).
 - j. February Executive Board, the Recording Secretary shall tabulate the votes. The President shall compare the tabulation of votes with the Recording Secretary's count. The funds shall be disbursed in accordance with amounts needed to fulfill project(s) that receive the most votes and/or are approved by the Executive Board.
 - k. The allocation of funds shall be announced at the February or March Business Meeting.
 - l. The funds will be earmarked for the project(s) and/or checks will be written to finance the projects before June 30th, the end of the fiscal year.
9. An audit of the Treasurer's book shall be completed at the end of each fiscal year. The audit is done by Altar & Rosary JOY members appointed by the Executive Board. The Treasurer is not present at the audit.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Bylaws and Procedure Manual Review

The Executive Board shall review and edit the Bylaws and Procedure Manual as needed throughout the year.

Bylaws may be amended after presentation at a Program and Business Meeting, discussion at the Circle meetings, and by an affirmative vote of the majority of members voting. Circle Leaders shall notify the Recording Secretary and the President of members' votes electronically by a designated date (Bylaws: Article XI). Amended bylaws shall be voted upon by voting on each amended article (See Membership Voting Procedure for details on voting).

After each planned event, Circles and/or involved members shall review the procedure and inform the President or Vice-President of any changes to the procedure. They shall present the changes to the Executive Board. The Executive Board shall review and adjust the Altar & Rosary JOY procedure. If a procedure has not been updated for two years, then the procedure(s) shall be reviewed by the Executive Board when the Bylaws and Procedure Manual is reviewed.

The Bylaws and Procedure Manual are available on the St. Pius X Catholic Church website on the Altar & Rosary JOY page. (2025)

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Circles

Altar & Rosary JOY Circles are small friendship groups that meet monthly or as deemed necessary to coordinate activities and service projects. A member is not required to join a Circle.

CIRCLE MEMBERSHIP

1. Circle members shall encourage women to join Altar & Rosary JOY and explore Circle membership.
2. Circle members shall be Mentors and help orient new members interested in joining a Circle. (Bylaws and Procedure Manual: Mentoring Program).
3. Circle members shall show hospitality to new members by inviting them to their meetings, providing transportation, exploring their interests, and following up with phone calls.
4. Circle members are encouraged to serve an active role by helping the Circle Leader make phone calls, complete reports, plan meetings, etc.
5. The President, the Executive Board (with the President's approval), and the Communication Coordinator may use Flocknote to contact members about Altar & Rosary JOY business. If a member prefers not to have their email address included, they should contact the President or Vice-President to request its removal. Circle Leaders or a Circle member assigned to communication may notify members who do not have email (Bylaws and Procedure Manual: Email Notification).
6. Altar & Rosary JOY members are invited to attend the Executive Board meetings to voice their opinion on a topic. They are encouraged to notify the President to be added to the agenda for the open forum. The open forum is set for ten minutes, and members present their topic within that time frame. At this time, there will be no discussion; however, the Executive Board members are allowed to ask questions for clarification. Members of the Executive Board shall discuss the topic at the next Executive Board meeting. The President of the Executive Board shall respond to the member(s) with a written reply.

CIRCLE LEADERSHIP

1. Circles shall be encouraged to rotate their leadership. All members shall be encouraged to share in the leadership.
2. A Circle Leader may serve two consecutive terms of one yr (Bylaws: Article VIII, Section 1). Circle leaders shall serve from July 1 until the following June 30. The current Circle Leader notifies the membership at the May Program and Business Meeting who the Circle Leader will be for the next fiscal year. If a Circle cannot find a Circle Leader, the Circle shall disband, and members shall join other Circles or choose not to be associated with a Circle. An exception may be made if the current leader is willing to serve more than 2 terms.
3. Circle members may pair with a co-leader and may serve two consecutive terms of one year
4. Circles shall convey Circle concerns to the Executive Board before the Executive Board meeting by adding the concern to the end of their Circle Minutes or by sending a Flocknote to the President.
5. Circle Leaders shall be responsible for maintaining a current membership list, encouraging its members to pray a decade of the Rosary daily, keep members informed of Altar & Rosary JOY business, and provide a brief oral report (2-3 sentences about service completed) to members at the Program and Business Meetings. (Bylaws: Article VIII, Section 3. Circle Leaders must submit their Circle minutes using Flocknote to the "Circle Minutes" subcategory under Altar & Rosary JOY within one week of their meeting.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

6. Circle Leaders shall request and appoint a member to represent their Circle on the Nominating Committee by the designated date set by the Executive Board. The Nominating Committee shall consist of a member from each Circle. Members must have access to email, be willing to make phone calls to prospective nominees, and be available to attend meeting(s) if indicated.
7. Circle Leaders shall discuss requests for funds and other needed votes at their next monthly Circle meeting. They shall vote at that time. If no meeting is planned before voting results are due, the Circle Leaders shall contact members by email or phone regarding the requested votes. The Circle Leader shall ask members to respond by a certain date or record the member's vote when the initial contact is made. Circle Leaders shall notify the Executive Board by Flocknote the number of members voting, the number of votes for and against the proposal and the number who abstained. Members who are not part of a Circle will be contacted via Flocknote and asked to respond with their vote by the indicated deadline. A majority of the members voting are needed to carry a motion. The designated Executive Board Member shall count the votes, which will be verified by the President. (See Bylaws and Procedure Manual: Budget and Finances and Membership Voting).
8. Circle Leaders collect membership dues and verify member information at their September Circle meetings and follow up with those members who are not present. Circle Leaders shall submit all dues, changes in contact information, and a list of paid members to the Membership Chairperson **no later than October 1**. The Membership Chairperson submits all dues to the Treasurer as the membership dues are turned into her. Circle membership rosters are updated **no later than October 31**.
9. Circle Leaders notify the Membership Chairperson, the Mentor Coordinator, and the Communication Coordinator as soon as possible when they add a new member to their Circle.
10. A meeting of the elected officers and the Circle Leaders shall be held before the September Program and Business Meeting and as deemed necessary by the President (Bylaws: Article IX).
11. Circle leaders shall be chosen for the next fiscal year before the May Program and Business Meeting and announced at the annual Altar & Rosary JOY installation of officers in May.
12. Circle Leaders and Executive Board members turn in their Bylaws and Procedure Manuals to the President at the May Program and Business Meeting so it can be updated for the next fiscal year.
13. Circle Leaders shall receive an updated Bylaws and Procedure Manual once updated and available.
14. If there is inclement weather on the day of a Program and Business Meeting or other Altar and Rosary JOY event, the President and the Vice-President shall confer and make a judgment call by 4:00 p.m. on the day of the program or event whether or not to cancel. This decision shall be made on the available weather information. Members will be notified of any cancellations via Flocknote. Circle Leaders are responsible for contacting their Circle members who do not have email. Members not associated with a Circle who do not have email shall be contacted by phone by the Membership Chairperson or an appointed member of the Executive Board. If there is inclement weather, it is recommended that the membership check their email before leaving their home. If the meeting or event is not cancelled, it is recommended that the membership make their choice to attend based on their personal safety. **If St. Pius X School dismisses early due to inclement weather and the campus activities are cancelled by the Parish Office, the Altar and Rosary JOY Program and Business Meeting will also be cancelled.**
15. If a Circle meets at St. Pius X and the meeting is cancelled, they **must notify** the Administrative Assistant at St. Pius X, so the doors of the church are not left unlocked.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

CIRCLE LEADERSHIP RESPONSIBILITIES

1. Circles shall complete service projects, be assigned event duties, be assigned church laundry, host Program and Business Meeting(s), and participate in additional activities as requested (Bylaws: Article VIII, Section 4).
2. The monthly Host Circle shall be responsible for the theme of the evening, refreshments, and a light snack (Please be mindful of quantity; less is best). Other duties of the Host Circle at the Program and Business Meetings are to:
 - a. Decide on the monthly service project and notify the Program Chairperson two months before the Program and Business Meeting.
 - b. Make sure that adequate seating is set up through the Program Chairperson. The Program Chairperson is responsible for arranging tables and chairs on the day of the Program and Business Meetings or events. If a different arrangement from the present Program and Business Meeting set-up is desired, Circle Leaders or Committee Leaders need to contact the Program Chairperson at least one week before the event.
 - c. Check with the Program Chairperson that arrangements have been made with the Administrative Assistant in the Parish Office to have the handicap door at the front of the church unlocked at 5:15 p.m. so the Host Circle can set up for the Program and Business Meeting. If the Host Circle needs to prepare earlier, they must coordinate with the Administrative Assistant in the Parish Office to access the necessary rooms.
 - d. Provide 1 or 2 Circle members to lead the Rosary. Those leading the Rosary shall use a microphone provided by the Program Chairperson.
 - e. Abide by the request of the Parish Office to limit the number of garbage containers available for attendees and have them dump liquids before placing the drink container in the garbage can.
 - f. Members are encouraged to wear the prepared name tags provided by the Membership Chairperson.
 - g. Assign 3-4 members to assist the Membership Chairperson to display the name tags, greet and direct members and guests, and assist with clean-up.
 - h. Make guests feel comfortable and at ease in the large group by introducing them to at least one other member and inviting them to sit at their table. If they would like to attend the Rosary, escort them to the church and watch for them at the conclusion of the Rosary to help them find a member(s) to sit with.
 - i. Assign 2-3 members to tally monies donated to the service project and complete the deposit form. If possible, the Circle Leader reports the cash donation during the Circle Reports in the business meeting.
 - j. Greet members and guests as they move to the Martha & Mary Fellowship Hall after Prayer of the Rosary in the church and ask them to proceed to the food and refreshments.
 - k. Serve from both sides of the serving table and remain as hosts throughout the Program and Business Meeting.
 - l. Make sure checks for a monetary donation to a service project are made **payable to St. Pius X Catholic Church**. Fill out a Treasury Deposit form and give the form and all checks and cash donations to the Treasurer after the business meeting. A thank you for the monetary donation is included in the St. Pius X bulletin by the Treasurer.
 - m. Be responsible for cleaning the kitchen, washing dishes and any other items used, wiping the tables, and taking care of any spills or crumbs on the carpet. Use the vacuum cleaner if necessary. Return all used items to their proper place.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- n. Take the dishtowels and dishcloths home to wash.
 - o. Turn out the lights, including the lights in the church.
 - p. Have two or three members exit to their cars together for safety purposes.
3. Circle service allotments shall be established by the Executive Board of Altar & Rosary JOY at the beginning of the fiscal year for expenditures associated with service projects. Circle Leaders need to begin discussing in the fall how they shall use their allotments and report their plans at the monthly Program and Business Meetings. In choosing Circle service projects, keep in mind that Altar & Rosary JOY's mission is to: *Donate our time and talent to projects, programs, and causes that promote Catholic beliefs and benefit St. Pius X Catholic Church, the community, and the world.*
4. A Circle may use their monetary allotment to purchase supplies or food for their service project. (e.g., supplies for a sewing project or serving a meal to a non-profit organization (such as Connection Café or Habitat for Humanity), socks, underwear, and other personal items for a charity; necessary supplies or food for a service rotation, or greeting cards to send to honorary members.

CIRCLE RESPONSIBILITIES

1. A Circle may use their monetary allotment to make a donation to an organization if members participate in a service of that organization (e.g., making meals; packaging, sorting, or distributing food. The allotment may not be used to purchase supplies for hosting the Program and Business Meeting, the Spring Fun Event, or the operating expenses of an organization. If a Circle has questions about their expenditure allotments, they should direct these inquiries to the Executive Board. These questions shall be addressed at the monthly Executive Board meeting and acknowledged with a written response to the Circle. Expenditures must be turned into the Treasurer by May 15 of the fiscal year. If money remains, it shall become part of the treasury.
2. Circle members requesting reimbursement for supplies or food purchased for their Circle Service Projects or scheduled Service Rotations shall fill out a blue Request for Payment form, have the Circle Leader sign the form, attach the original receipt(s), and turn the form into the Treasurer. The St. Pius X Business Manager and the Treasurer request that one Circle member purchase supplies or food and submit one Request for Payment form.
3. If a Circle is using their monetary allotment to donate to an organization where members are participating in a service or activity of that organization, the Circle Leader shall fill out and sign a Request for Payment form and turn it into the Treasurer (no receipt is needed). The Treasurer shall coordinate with the Circle Leader on how the monetary donation shall be delivered. No member shall be reimbursed for a monetary donation that a member makes directly to the organization (e.g., A Circle sorts food at the Food Bank of Iowa. A member makes a check payable to the Food Bank of Iowa as part of the Circle's allotment for service projects and turns in a Request for Payment form. This member will NOT be reimbursed because the monetary donation to the Food Bank of Iowa must come directly from the St. Pius X Altar & Rosary JOY treasury.)
4. Expenditures from the Circle's scheduled rotation service projects are usually charged to the St. Pius X ministry that is sponsoring the event. These expense receipts are submitted to the Treasurer, who shall be responsible for ensuring that the appropriate St. Pius X ministry is charged. Consult each of the scheduled Service Rotations for specific details.
5. Suggestions for programs for the next fiscal year shall be submitted with the March Circle reports by Flocknote to "Circle Minutes". Members who are not associated with a Circle will be contacted through

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Flocknote. These suggestions will be submitted to the Executive Board, the Program Chairperson, and the responsible Circle(s) for an event.

6. In September 2025, a group of volunteer parishioners was formed to be responsible for laundering church linens. If additional assistance is needed, the Lead Sacristan will contact Altar & Rosary JOY.
7. Two Circles are assigned-the summer months of June, July, and August to assist with any St. Pius X special events that may arise. An example of a special project is when Altar & Rosary JOY is asked to serve a priest's ordination anniversary celebration.
8. Circles are assigned the daily watering of the flowers in the planters outside the main and east entrances to St. Pius X during May, June, July, August, September, and October.
9. After each planned event that Circles do on a rotating basis, Circles shall review the procedure and notify the Executive Board of the recommended changes to the procedure to update for the next year (Bylaws and Procedure Manual: Bylaws and Procedure Manual Review).
10. At any event that Altar & Rosary JOY sponsors or is responsible for serving, members shall not serve alcohol unless authorized by the pastor of St. Pius X.
11. Circles are encouraged to remember their honorary members (for example, sending cards at Easter and Christmas). Circle service allotments may be used for purchasing cards.

CIRCLE MEETINGS

Circle meetings shall be held monthly or as deemed appropriate (Bylaws: Article VIII, Section 2).

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

CIRCLE SERVICE ALLOTMENT

The Circle service allotment for this fiscal year is _____.

Circle service allotments shall be established by the Executive Board of Altar & Rosary JOY at the beginning of the fiscal year for expenditures associated with service projects. Circle Leaders need to begin discussing in the fall how they shall use their allotments and report their plans at the monthly Program and Business Meetings. In choosing Circle service projects, keep in mind that Altar & Rosary JOY's mission is to: *Donate our time and talent to projects, programs, and causes that promote Catholic beliefs and benefit St. Pius X Catholic Church, the community, and the world.*

A Circle may use their allotment to purchase supplies or food for their service project (e.g., supplies for a sewing project or serving a meal to a non-profit organization such as Connection Café or Habitat for Humanity, socks, underwear, and personal items for a charity; necessary supplies or food for a service rotation, or greeting cards to send to honorary members.

A Circle may use their allotment to make a monetary donation to an organization if members participate in a service of that organization (e.g., making meals; packaging, sorting, or distributing food). The allotment may not be used to purchase supplies for hosting the Program and Business Meeting, the Spring Fun Event, or the operating expenses of an organization. If a Circle has questions about expenditure allotments, they should direct their inquiries to the Executive Board. These questions shall be addressed at the monthly Executive Board meeting and acknowledged with a written response to the Circle. Expenditures must be turned into the Treasurer by May 15 of the fiscal year. If money remains, it shall become part of the treasury.

Circle members requesting reimbursement for supplies or food purchased for their Circle Service Project or scheduled Service Rotations shall complete a Request for Payment form, have the Circle Leader sign the form, attach the original receipts, and submit the request to the Treasurer. **The St. Pius X Business Manager and the Treasurer request that one Circle member purchase supplies or food and turn in a Request for Payment form.**

CIRCLE SERVICE ALLOTMENT

If a Circle is using its funds to make a monetary donation to an organization where members are involved in a service or activity, the Circle Leader must complete and sign a Request for Payment form and submit it to the Treasurer. No receipt is required for this process. The Treasurer shall coordinate with the Circle Leader on how the monetary donation shall be delivered. No member shall be reimbursed for a monetary donation that a member makes directly to the organization (e.g., A Circle sorts food at the Food Bank of Iowa. A member makes a check payable to the Food Bank of Iowa as part of the Circle's allotment for service projects and turns in a Request for Payment form. This member will NOT be reimbursed because the monetary donation to the Food Bank of Iowa must come directly from the St. Pius X Altar & Rosary JOY treasury.)

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

CREATING A NEW CIRCLE

1. A new Circle of women may be created if there are at least 8-10 women interested in forming a new Circle.
2. The prospective members shall have a representative contact a member of the Executive Board or the Mentor Coordinator of their intent.
3. A meeting with the prospective members will be scheduled to review the responsibilities of the Circles throughout the year with a member(s) of the Executive Board and a Mentor Coordinator.
4. An informational packet will be given to each woman that includes: Membership Information Flyer, Program and Business Meeting Schedule, How to Pray the Rosary pamphlet, and any other information deemed necessary.
5. If the group would like to proceed to form a Circle, they will confirm their choice with an Executive Board member or Mentor Coordinator. A subsequent meeting will be scheduled with member(s) of the Executive Board and the Mentor Coordinator(s). The women will choose their Circle name, discuss options for the time and date of their Circle meetings, and have any questions answered. Dues will be collected for the current year. If dues are collected after March, they will be applied to the following year.
6. New Circle members will be added to Flocknote for Altar & Rosary JOY correspondence and the membership roster.
7. New Circles will be added to the service rotation and start their service rotation on July 1 of the fiscal year.

CIRCLE DISBANDING

A Circle Leader may serve two consecutive terms of one year (Bylaws: Article VIII, Section 1). The current Circle Leader notifies the membership at the May Program and Business Meeting who the Circle Leader will be for the next fiscal year.

When a Circle is unable to find a member of their Circle willing to be a Circle Leader or Co-Leader by the last Program and Business Meeting in May (Installation of Officers), the Circle shall disband.

STEPS BEFORE DISBANDING

1. The Circle shall communicate with the current Executive Board after the May meeting to notify them of plans to disband. The Executive Board may offer assistance/suggestions on finding a Circle Leader.
2. After communication with the Executive Board, the Circle shall be allowed an extension of ten days as a new deadline to find a Circle Leader.
3. If no member steps forward to be the Circle Leader, the Circle will disband. The President shall send a Flocknote to the Circle members with options available to them after disbanding. Options include: join another Circle, join Not Affiliated with a Circle, or receive Honorary status. The Circle Leader will communicate which option each member selects and update records.
4. A Flocknote from the President of Altar & Rosary JOY will be sent to the Circle confirming the Disbandment of the Circle. It is recommended that the Circle complete the fiscal year and be disbanded on July 1.
5. The President shall inform all Circle Leaders that the Circle has chosen to disband.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

DISBANDING A CIRCLE TO NEW CIRCLE MEMBERSHIP

1. The President shall advise disbanded members of the Circles with low membership and encourage them to consider joining other Circles.
2. Disbanded members must contact the Circle Leader to indicate their desire to join their Circle. If many members want to join a specific Circle, one member can collect all the names and make a single phone call to the Circle Leader. The Circle Leader shall be the preferred contact.
3. The Circle Leader shall welcome the disbanded member(s).
4. The Circle Leader shall send an email to the President indicating new member(s) from the disbanded Circle, and the member(s) shall be added to the Circle membership roster.

Death Notification and Memorial Masses

Altar & Rosary JOY shall support its members at the time of a loved one's death. If a member hears of the death of another member or a member's immediate family, the member shall contact the Corresponding Secretary or Executive Board.

The Corresponding Secretary or appointed member shall notify the Executive Board of the death after she has confirmed the death with St. Pius X or the funeral home. Communication Coordinator or an appointed member of the Executive Board shall:

- Send a Flocknote to all members of Altar & Rosary JOY.

The President, Communication Coordinator, or an appointed member of the Executive Board shall:

- Notify the member's Circle Leader. The Circle Leader shall notify Circle members who do not have email.
- Telephone members who are not associated with a Circle who do not have email.

The President, Vice-President, Communication Coordinator and Corresponding Secretary shall notify the Executive Board if they are unavailable for an extended time period. They shall be responsible for making alternative arrangements for communication of a death during the time they are unavailable.

If there is no record of a woman's membership upon her death, but it is reported that she was a member in her obituary or by another member, the Corresponding Secretary shall send a sympathy card to the family.

ATTENDING THE FUNERAL OF A MEMBER OR A MEMBER'S IMMEDIATE FAMILY

The President, Appointed Executive Board Member, or the Communication Coordinator shall notify members by Flocknote of the funeral arrangements. Members attending the funeral may sit as a group on the right side of the main aisle (the right side facing the altar). There may be times when all the details are not known. They shall communicate only what has been verified through St. Pius X or the funeral home.

PRAYING THE ROSARY FOR A MEMBER OR A MEMBER'S IMMEDIATE FAMILY

Upon the request of a deceased member's family, Altar & Rosary JOY members may pray the Rosary at the wake of a member or the wake of a member's family. If the member belongs to a Circle, the Circle shall be asked to lead the Rosary. If the member does not belong to a Circle, the Corresponding Secretary shall assist in arranging

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

members to lead the Rosary. The family shall decide the time and location. The Corresponding Secretary shall ask the President or the Communication Coordinator to contact Altar & Rosary JOY members to assist in praying the Rosary.

MEMORIAL MASSES

The Corresponding Secretary or appointed Executive Board Member shall schedule monthly Memorial Masses for the living and deceased members of Altar & Rosary JOY with the Bookkeeping/Digital Communications Team Member in the Parish Office in January and July, scheduling 6 months at a time. The Corresponding Secretary shall notify the Executive Board and the Communication Coordinator of the schedule and arrange for the payment of Mass stipends by submitting a Request for Payment form to the Treasurer.

Upon the death of a member, the Corresponding Secretary or appointed Executive Board member shall contact the Administrative Assistant in the Parish Office to change the next scheduled Memorial Mass to the name of the deceased member. The Corresponding Secretary shall send a sympathy card to the family of the deceased and notify them of the scheduled Mass for their loved one. The Corresponding Secretary shall notify the Executive Board of this change. The Communication Coordinator shall notify the membership of the dates of the Memorial Masses, and they may be announced at the Program and Business Meetings.

FUNERAL DINNER FOR A CIRCLE MEMBER

When an Altar & Rosary JOY Circle member dies and has a funeral dinner at St. Pius X, a member of the Funeral Committee shall contact the Circle Leader to inquire if the Circle would like to provide desserts and salads for the funeral dinner. The Funeral Committee member shall inform the Circle Leader of the number of desserts and salads needed. The Circle Leader shall determine how many desserts or salads the Circle can provide. The Circle Leader shall determine this based on the number of Circle members who are able to provide food, the date, or other circumstances. If the Circle cannot provide all necessary desserts and salads, the Funeral Committee will obtain these items from the Funeral Food Donation list. It is important for the Circle Leader to email or call the Funeral Committee member with the names of those providing desserts and salads, including details on the specific types of salad or dessert being offered.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Executive Board and Executive Board Meetings

The Executive Board shall be composed of the elected officers, the Parliamentarian (if the position is filled) and the President's liaisons (if applicable). It shall conduct the business of Altar & Rosary JOY that requires immediate attention, establish policies and procedures, and have general supervision over the affairs of Altar & Rosary JOY. The Executive Board may hold monthly meetings. Attendance of Executive Board members is expected for discussion of agenda items and to meet quorum. The majority of the Executive Board shall constitute a quorum. (Bylaws: Article VI, Sections 1-5). The business of the Executive Board meetings is to be held in confidence by its members.

Elected offices are described in the Bylaws, Article IV, Sections 1-10. Appointed positions are described in the Bylaws, Article V, Sections 1-8.

The President shall prepare the agenda for the Executive Board meetings. Officers and appointed positions may request to submit agenda item(s) to be added to the meeting agenda as needed. Circle minutes shall be sent by Flocknote to the subcategory of "Circle Minutes". The Executive Board agenda is prepared for the monthly Program and Business Meeting. An Executive Board agenda includes:

- Opening Prayer
- Welcome/Call to Order
- Open Forum
- Approval of Minutes
- Circle/Member Concerns
- Officer Reports: President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Membership Chairperson, Program Chairperson, Appointed Position/Committee Reports (optional): Historian, Parliamentarian, Communication Coordinator, Mentor Coordinator, Flower/Décor Chair
- Contacts for Upcoming Events
- Unfinished Business
- New Business
- Announcements
- Closing Prayer

Altar & Rosary JOY members are invited to attend the Executive Board meetings to voice their opinion on a topic. They are encouraged to notify the President to be added to the open forum agenda. The open forum time is recommended to be ten minutes. While there shall be no discussion at this time, the Executive Board members may ask questions for clarification. Members of the Executive Board shall discuss the topic at the next Executive Board meeting. The President of the Executive Board shall respond to the member(s) with a written reply.

The Executive Board shall appoint an Executive Board Contact to serve as a resource to Circles concerning service, events, committees, and summer projects. The Executive Board Contact may give direction with the Executive Board to schedule Service Rotations such as: Membership Drive & Hospitality Weekend, Nominating Committee, April Spring Fun Event, and other events and summer projects that arise. This appointment assures communication between the Executive Board and the Circle Leader(s) in Charge or Chairperson(s) of the event

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

or committee (Bylaws: Article V, Section 2). The Executive Board Contact is available to answer questions and reports to the Executive Board on the progress of the event or committee.

The Executive Board shall prepare a budget and a calendar of events for each fiscal year. This shall be presented at the Leadership Team meeting held before the September Program and Business Meeting. Updates shall be communicated at the Program and Business Meetings.

In the event an elected officer resigns from the Executive Board, she shall inform the President in writing. Her replacement shall be appointed by the Executive Board. In the event an individual in an appointed position resigns, the President shall appoint her successor (Bylaws: Article IV, Section 3). Altar & Rosary JOY materials that the officer possesses need to be given to the President or the Vice-President within two weeks of the resignation.

A transition meeting shall be held in June with the current officers and the new officers. Officers shall receive an updated Bylaws and Procedure Manual when available. The Bylaws and Procedure Manual is also available to view on the St. Pius X Website (<https://stpiousxurbandale.org>) on the Altar & Rosary JOY page under the Community and Service Tab. It is recommended that each current officer meet with the new officer individually to review the officer's position description and the Bylaws and Procedure Manual.

TRANSITION MEETING

The purpose of this presentation is to orientate new Executive Boards to the history of the organizational changes that occurred and were implemented with Altar & Rosary JOY during the organizational, transitional, and implementation period from the summer of 2014 to the spring of 2017. One item we did not incorporate during this period was a way to inform the future leadership of Altar & Rosary JOY of these implementations. This phase of transition starts with your new Executive Board; you will be given a highlight of the organizational work done during this time period.

Hopefully, a form of this presentation is continued with future Executive Boards at their transitional meeting.

Beginning in 2014, Altar and Rosary was having great difficulty finding leadership. Monthly meeting attendance was low, with 15-40 members. Father Fleming came to the Executive Board and stated that we needed to start a two-year transition process and implement change with our willing team. The purpose of these changes was to revamp and revitalize Altar and Rosary. The organizational changes that occurred can be put into four categories:

- Policymaking
- Participation
- Financial Policymaking
- Implementations

Policymaking

The first item on our organizational meeting agenda was Executive Board meetings. We relied on the bylaws to start our organizational process throughout our terms.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Bylaws:

- The Executive Board shall conduct the business of Altar & Rosary JOY that requires immediate attention.
- The Executive Board shall establish policies and procedures and have general supervision over the affairs of Altar & Rosary JOY

Interpreting the bylaws brought to the forefront that the Executive Board is a supervisory board that prepares for the Altar and Rosary Monthly Program and Business Meeting and prepares members for decisions to be made through the membership voting process.

- We determined that cohesive leadership guides the culture of the organization. When leadership of an organization shows collaboration and productivity, your organization becomes stronger.
- To expedite business, we set a 2-3 minute time limit for discussion and had a timekeeper for each Executive Board meeting
 - Responsible written record-keeping was established for easy access to information for the Executive Board and future references. All officers would be timely with their agendas and reports.
 - To continue to build a positive, energetic culture with the Executive Board, we shared a WIN in your life without others' responses to build a unified body within the leadership.
- Communication was key. A Gmail account, Microsoft Access database, and webpage were established to give visibility and keep women informed about the organization.
- Communication in the St. Pius X bulletin, to the Circle Leaders, and emails became essential.
- The design for the Vice-President to visit the Circles was to build the communication between the Board and the Circle members and to solidify a board contact person if concerns arose in the Circles.
- Open Forum was established to allow opportunities to voice opinions and give recommendations to the Executive Board. This procedure is in the manual.
- The name Altar & Rosary JOY (Jesus—First; Others—Second; Yourself—Last) was chosen, and a new mission statement was written. The Bylaws were updated.
- Bylaws may be amended after presentation at a Program and Business Meeting, discussion at Circle meetings, and by an affirmative vote of the majority of members voting.
 - Bylaws and Procedure Manual were written with assistance from members who had spearheaded many of the sacramental service rotations. This manual was welcomed by officers and Circle Leaders. It is updated each year by the Executive Board.
 - Position descriptions were written, and Appointed Positions added were Communication Coordinator, Mentor Coordinator, Parliamentarian, Service and Research, and Historian.
 - The Parliamentarian was established to ensure legality and expedite meetings using Robert's Rules of Order. (See handout on Robert's Rules of Order).
- We became a service organization and not a fundraising organization.
- Circles were considered non-negotiable as women had established relationships and were willing to participate in service sacramental rotations.
 - Surveys were sent to the Circles to get input and establish cohesiveness between women and the Organizational Team. Open Forum allowed opportunities to voice opinions to the Executive Board.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Programs became more important than the business meetings. Discussion and voting were moved to Circle meetings, and email communication was established for the Not Associated with a Circle members to be informed.

Participation

- All St. Pius X women belong to Altar & Rosary JOY even though we collect \$10 dues.
- "Not Associated with a Circle" participant was established to provide more opportunities for all women of the parish to be involved in Altar & Rosary JOY.
- To achieve higher attendance and show hospitality, a statement was given as a welcome before the program started:
 - *"We welcome your presence. We are women with different responsibilities; if you need to leave before the meeting is completed, please feel free to do so."*
- Women felt they could attend portions of the meeting and stay or leave as their schedules allowed.
- Hospitality during the Program and Business Meetings was crucial, as many would state attending meetings in 2013 was not hospitable. Some change did not come easily. Circles came together, pulled tables together so they could sit together as a Circle and never offered for others to join their table. The Organizational Team encouraged women to pick a symbol and sit at the table with that symbol. Hospitality improved with all members, and now members sit where they wish and are more welcoming.

Financial

- Circles were given a monetary allotment and were involved in service events that relate to sacramental programs of St. Pius X or service within the community that complied with the mission statement: **Donate our time and talent to projects, programs, and causes that promote Catholic beliefs and benefit St. Pius X Catholic Church, the community, and the world.** If a Circle had questions, they addressed them in their Circle meeting.
- Concerns or Open Forum for the Executive Board to discuss, evaluate, and communicate back to them.
- All finances went through the St. Pius X Business Manager. This was dictated by the Des Moines Diocese for all parishes. Year-end carryover monies would be approximately \$2,500.
- Guidelines for the ongoing Memorial Fund were established. The planters at the main entrance of the church were purchased in 2014, and their maintenance will be funded by a Memorial Fund.

Financial Policymaking

- Two Items that the women wanted to retain: the Bake Sale and the Allocation of Funds. The Bake Sale provided visibility to the parish and an opportunity for all members to participate and work together. The Bake Sale monies and membership dues would be sufficient to sustain Altar & Rosary JOY.
- Women wanted to continue to allocate monies to support St. Pius X, the community, and the world. It was budgeted after expenses: 50% to St Pius X, 25% to the community, and 25% to the world.
 - Guidelines for allocated funds were established so the Executive Board could choose suggestions made by the membership that agreed with the mission, provided for basic needs such as food, clothing, housing assistance, or relief assistance to victims of natural disasters, purchased items for adornment of St. Pius X Church, and purchased equipment or supplies for service or hospitality projects.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

- Chosen suggestions were then voted on by the membership. The allocation of funds and voting procedure are under Budget and Finances in the Bylaws and Procedure Manual.

Implementations

Altar & Rosary JOY is a membership organization, and decisions come from the members. Surveys are used to find out the wishes of the membership. A majority of the members voting is needed for the Executive Board to implement a change. This procedure is in the Bylaws and Procedure Manual.

- A survey was done in March 2017, and the women voted to pray the Rosary in the Church; have the format of Rosary, refreshments, program followed by a short business meeting, and to continue to have service projects at the Program and Business Meetings with participation optional.
- A survey was done in November 2018, and the monthly Program and Business Meeting time was not changed.
- An orientation for Executive Board members and an Overview of Parliamentary Procedures were not implemented until spring 2019. This information will benefit new Executive Board members in the future.

This brings to a close the organization and transitional periods of Altar & Rosary JOY from summer 2014 through spring 2017. During your term, the implementation process is in effect, and as issues arise, you will have a better understanding of what changed to aid the direction of this Executive Board. The majority of this information is in your BYLAWS AND PROCEDURE MANUAL. Get to know your manual, which is updated each year by you.

Thank you for your service to not only the women of St. Pius X Altar & Rosary JOY, but for all the women at St. Pius X Parish. Your time and talent are appreciated by many!

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Flocknote Communication

Flocknote is software designed specifically for church communication and was acquired by the Des Moines Diocese in 2024. Flocknote via email is the primary tool for online communication used by Altar & Rosary JOY when contacting all members or its subgroups. You may use personal email to contact individual members when necessary.

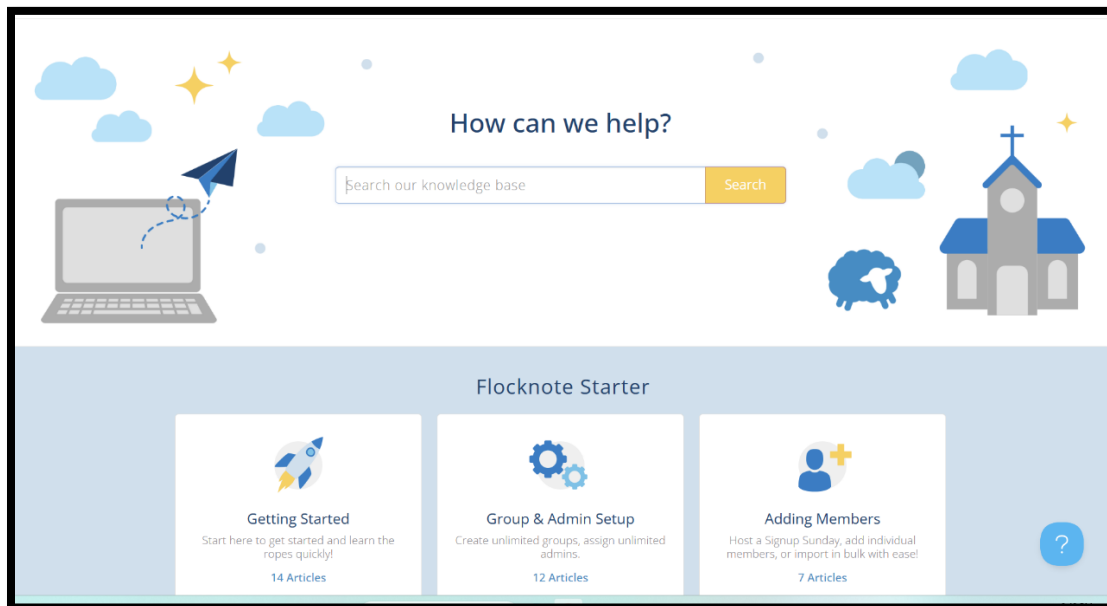
Who may send emails by Flocknote?

- **Communication Coordinator:** Flocknote is used by the Altar & Rosary JOY Communication Coordinator to send out the monthly announcements, a notification of a member's death, an announcement of a special event, a request for assistance with various projects, and for other group communication needs that may arise.
- **President and Vice-President:** May use Flocknote to share information with the leadership team, Circle members, or membership at large as needed.
- **Circle Leaders:** Circle Leaders use Flocknote to share their Circle Minutes with members of the Executive Board and may use it for communication with their Circle members. Flocknote can also be used to contact the President or Corresponding Secretary directly. Leaders may also use personal email accounts or text messaging to communicate with their members if they prefer.

Flocknotes sent will be saved forever on the website unless deleted.

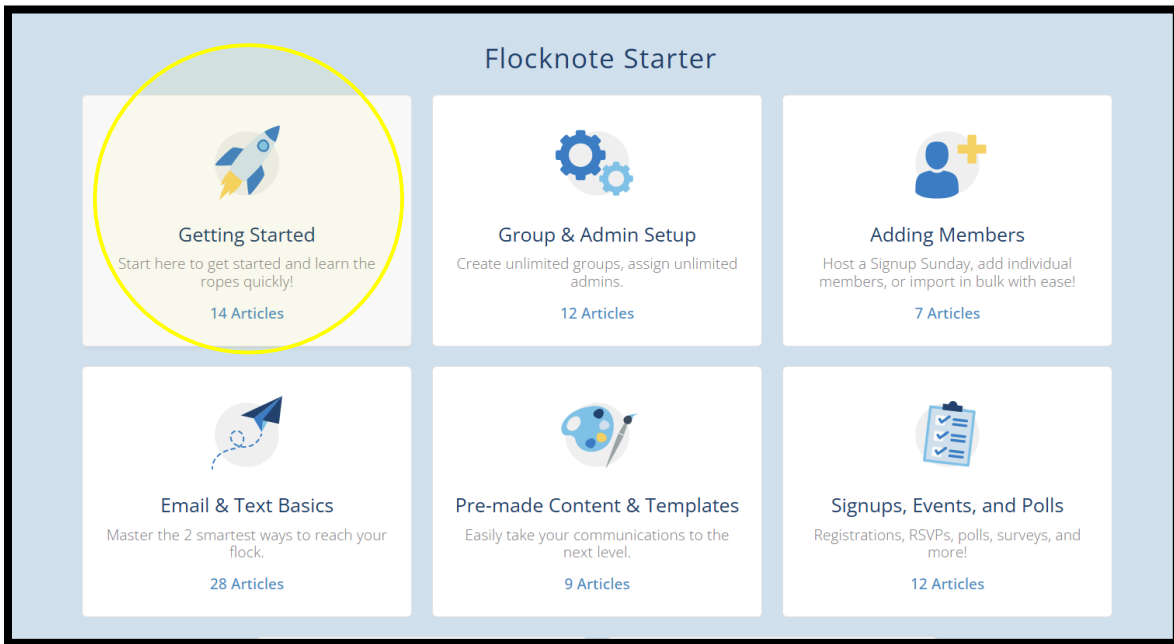
Flocknote is also available via text and could be used as a tool in the future.

Videos to learn about Flocknote are available to view at <https://help.flocknote.com>.

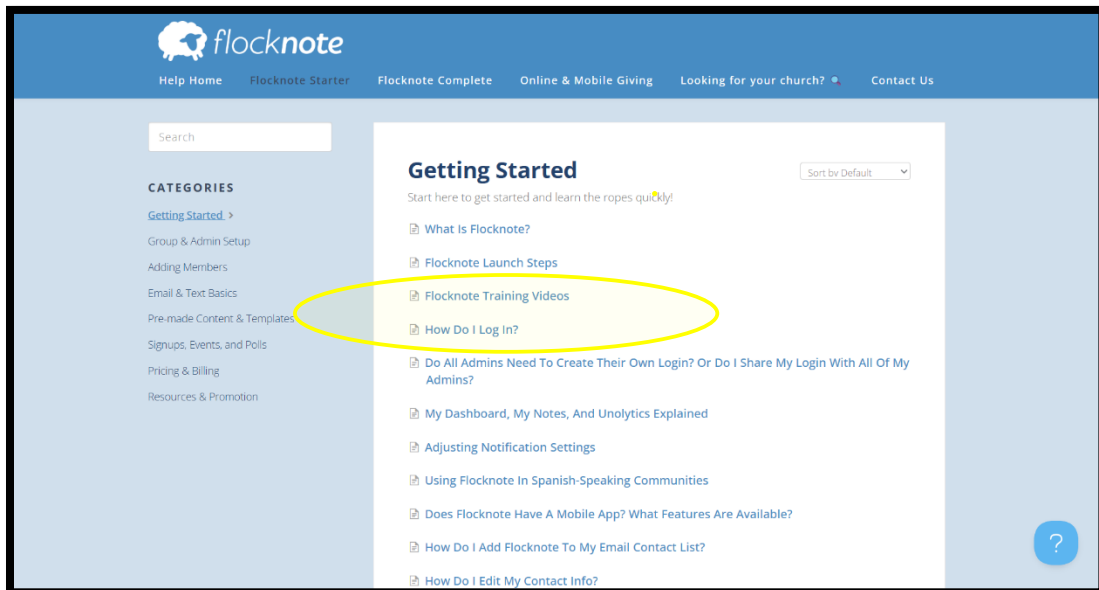


How can we help? Flocknote Webpage.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

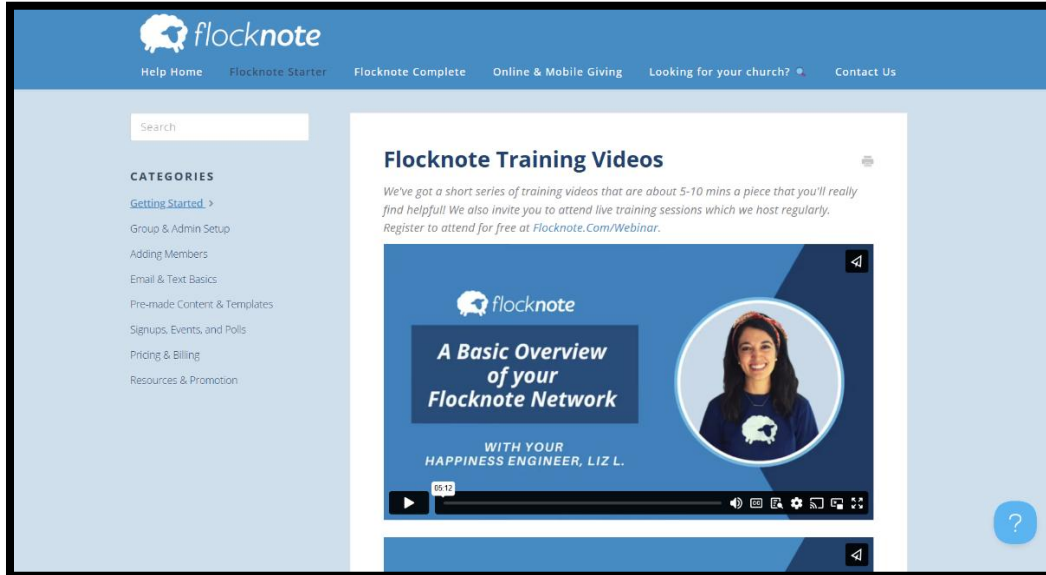


Scroll down the Home page and select **Getting Started**



Under **Getting Started**, review the Flocknote Training Videos and How Do I Log In?

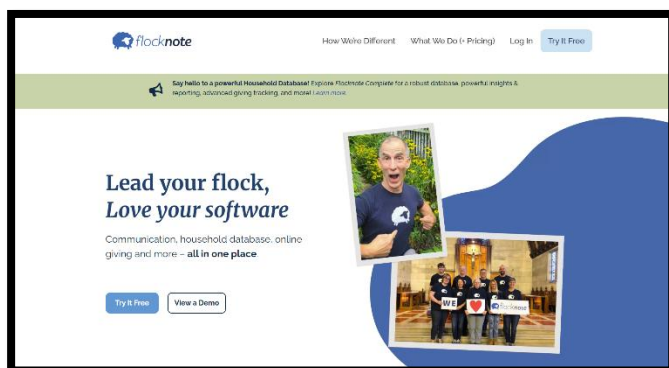
OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)



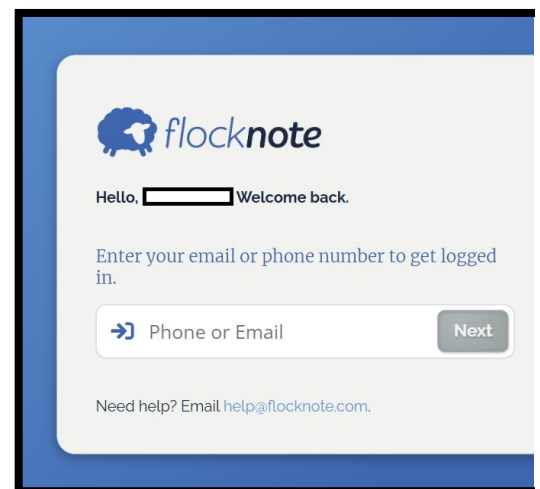
Flocknote Training Video Webpage: Watch A Basic Overview of your Flocknote Network

To log in to Flocknote, visit <https://login.flocknote.com>

One of the benefits of Flocknote is that **you do not need to create a password** to log in! Altar & Rosary JOY members are entered into the Flocknote system by a Group Admin (Membership Chairperson, Communication Coordinator, and President are the Altar & Rosary JOY Group Admins). Once a member has been added to the system, they can visit <https://login.flocknote.com> to access Flocknote. A 4-digit code will be sent instantly to your email or phone number. – no password required! Anytime an email is distributed with Flocknote, it will go to the member’s provided email inbox and may be read from there without logging into Flocknote.

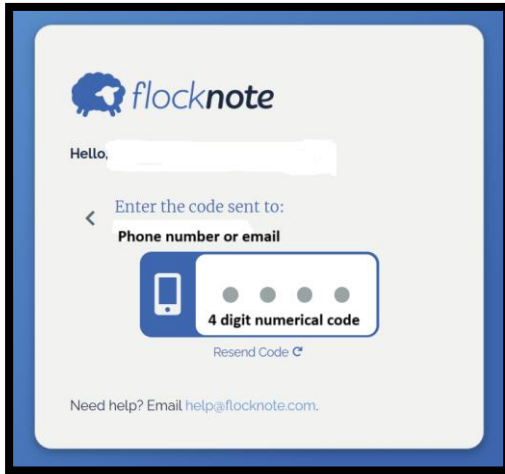


Flocknote Home Page

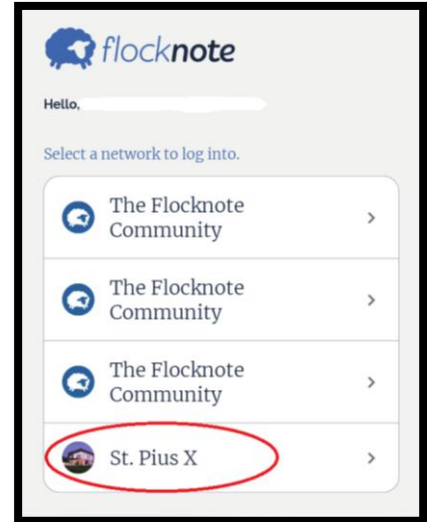


Enter PHONE # or Email to log in

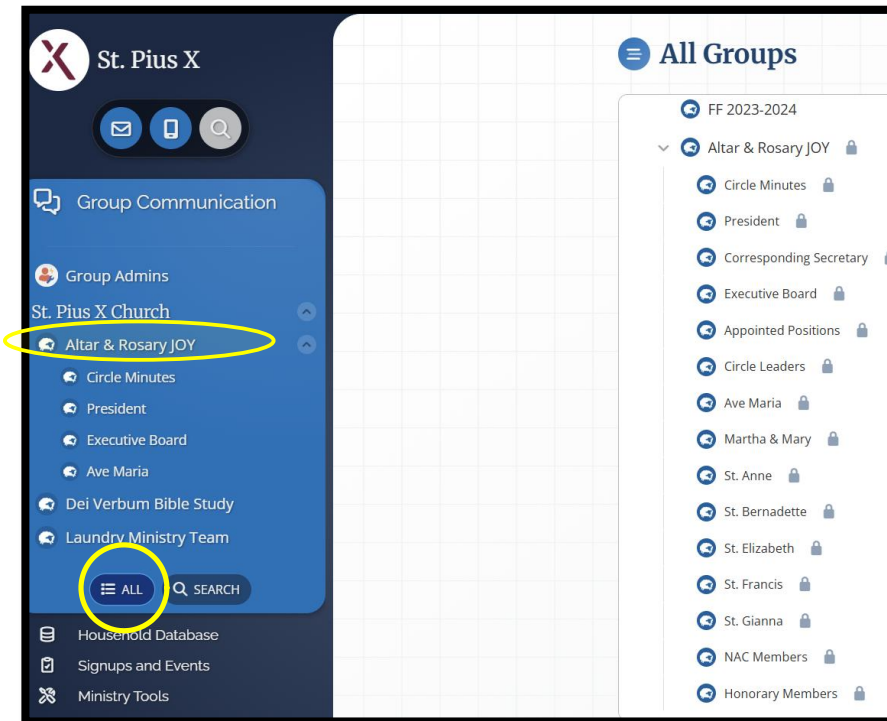
OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)



Enter the 4-digit code sent to your phone or email



Select **St. Pius X**



Select group - **Altar & Rosary JOY** is the primary group.

Subgroups have been created under Altar & Rosary JOY. Select **ALL** to show all groups.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

DESCRIPTION OF GROUPS

- **Altar & Rosary JOY** – The main group includes contact emails for the entire membership (if email is provided). All groups are closed and accessible only to group members or the Group Admins. The subgroups are as follows:
 - **Circle Minutes** – Monthly Circle Minutes can be (and preferred) sent by selecting this subgroup and attaching the file containing the minutes. When selected, an email is sent to the Executive Board members who review the Circle Minutes. This may include the President, Vice-President, and Communication Coordinator.
 - **President** – When selected, an email goes to the current President of Altar & Rosary JOY only.
 - **Corresponding Secretary**: When selected, an email goes to the current Corresponding Secretary only.
 - **Executive Board** – An email goes to the President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Membership Chair and Program Chair.
 - **Appointed Positions** – When selected, an email goes to the Historian, Parliamentarian, Mentor Coordinator, Communication Coordinator, Flower/Décor Coordinator and any other position appointed by the President.
 - **Circle Leaders** – When selected, an email goes to all of the Circle Leaders of Altar & Rosary JOY.
 - **Ave Maria** – When selected, an email goes to the current Circle members only.
 - **Martha & Mary** – When selected, an email goes to the current Circle members only.
 - **St. Anne** – When selected, an email goes to the current Circle members only.
 - **St. Bernadette** – When selected, an email goes to the current Circle members only.
 - **St. Elizabeth** – When selected, an email goes to the current Circle members only.
 - **St. Francis** – When selected, an email goes to the current Circle members only.
 - **St. Gianna** - When selected, an email goes to the current Circle members only.
 - **NAC Members** – When selected, an email goes to the current NAC members.
 - **Honorary Members** – When selected, an email goes to the Inactive members if they choose to receive emails; annual dues waived.

There are 3 Admin levels with Flocknote: (for more complete information go to <https://help.flocknote.com>)

Super Admins

The Staff of St. Pius X are the Super Admins for Flocknote. The Bookkeeper/Digital Communications Team member should be contacted if a subgroup needs to be added or removed, or for any other Flocknote-related concerns.

Group Admins

The appointed Group Admin for Altar & Rosary JOY is the President. The Group Admin can see full names and contact info, manage members, and send notes to individuals or the group as a whole. She can also assign privileges to other members as Group Admins or Note Senders. It is recommended that the President extend the privilege of Group Admin to the Vice-President, Communication Coordinator, Program Chairperson, and Membership Chairperson.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Note Senders

Can create and send notes to the designated group as a whole, but cannot see any contact info or manage members. It is recommended that all Circle Leaders, Executive Board members, and appointed position members have the privilege of being a Note Sender. A Group Admin can grant these privileges.

A Flocknote will be sent by the President, Communication Coordinator, or an appointed Executive Board Member about Altar & Rosary JOY business. If a member does not want their email address shared, they must contact the President to have it removed. Circle Leaders or a Circle member assigned to communication may notify members who do not have email. These email notifications may include:

- Upcoming Program and Business Meetings and events.
- Death and funeral of a member or a member's immediate family.
- Memorial Mass for a member.
- Special requests or other pertinent information.
- Cancellation of Executive Board, Leadership Team, and Program and Business Meetings.

If there is inclement weather on the day of a Program and Business Meeting or other Altar and Rosary JOY event, the President and the Vice-President shall confer and make a judgment call by 4:00 p.m. to cancel the meeting or event. This decision shall be made on the available weather information. The membership will be notified of any cancellations through Flocknote. Circle Leaders are responsible for contacting their Circle members who do not have email. Members not associated with a Circle who do not have email shall be contacted by phone by the Membership Chairperson or an appointed member of the Executive Board. If there is inclement weather, it is recommended that the membership check their email before leaving their home. If the meeting or event is not cancelled, it is recommended that the membership make their choice to attend based on their personal safety. **If the St. Pius X School dismisses early due to inclement weather and the campus activities are cancelled by the Parish Office, the Altar and Rosary JOY Program and Business Meeting, and other events will also be cancelled.**

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Inventory

Altar & Rosary JOY shall have an inventory that lists items that are available for use in the Martha and Mary Fellowship Hall. Some of these items have been purchased by Altar & Rosary JOY.

Altar & Rosary JOY purchased the silverware. It is locked in a silverware cart on rollers located in the storage closet in the Martha and Mary Fellowship Hall. The stainless-steel cart contains service for approximately 200 people with serving pieces. In addition, there are approximately 200 dessert spoons and 200 dessert forks (in groups of 12) in a separate storage container in the same storage closet. There is also a 24-place setting of silverware and soup spoons in a plastic container that sits on top of the silverware cart. This is available for smaller events, such as the Priests' Communal Penance Dinners.

To use the silverware, the key shall be checked out to the person picking up the key from the Administrative Assistant in the St. Pius X Parish Office. After using the silverware for an event, it is to be returned to the silverware cart, and the key returned to the Administrative Assistant in the Parish Office. There is no charge for usage. In case the first key is lost, another key is available from the Altar & Rosary JOY President.

Requests to use the silverware for an event not related to Altar & Rosary JOY shall be forwarded to the President to discern. She may consult the Executive Board about the request. There is no charge for usage of the silverware for an event not related to Altar & Rosary JOY.

There is a 36-place setting of white Corelle dinnerware and 36 drinking glasses located on the coffee cart in plastic tubs in the Martha & Mary Kitchen. All St. Pius X groups may use these dishes and glasses. There is no check-out or charge for usage.

The Inventory shall be updated each year. The Executive Board shall appoint an Altar & Rosary JOY member(s) to count the dishes and silverware and report to the Executive Board.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Inventory Martha and Mary Fellowship Hall

EAST CLOSET

- Silverware cart on rollers, service for approximately 200 people with serving pieces
- Silverware dessert forks & spoons in a plastic container on top of the silverware cart, approximately 200 dessert spoons in groups of 12 and 200 dessert/salad forks in groups of 12
- Silverware in a smaller plastic container, approximately 24 knives, forks, spoons, dessert/salad forks and soup spoons
- Other
 - Large black table markers in boxes
 - 12 small table markers
 - 2 Bake Sale and Crafts Boxes
 - Approximately 190 black napkins in a storage container
 - Approximately 235 red/white checkered napkins in a storage container
 - Assorted cloth napkins in a box
 - 43 white 90-inch round tablecloths on hangers (no stains)
 - 40 black 90-inch round tablecloths on hangers
 - 6 white 90x156 rectangular tablecloths on hangers
 - 2 off-white large rectangular tablecloths on hangers
 - 8 black 90 x 156 rectangular tablecloths on hangers
 - Other black, white and colored tablecloths, assorted sizes
 - 20 Plum 19x19 satin cloth centerpieces
 - 23 Gold 15x15 cloth centerpieces

CUPBOARDS

- Decorations
 - 25 hydrangea centerpieces (purchased in 2-2018)
 - 19 small pumpkin & Fall centerpieces
 - 2 small boxes of plastic pumpkins and gourds
 - 10 small red and white poinsettias
 - 18 white roses in clear glass star shaped vases
 - 14 white sparkle centerpieces
 - 18 large gold candle holders
 - various clear vases filled with Christmas balls
 - 30 red chargers
 - 23 silver chargers
 - 6 gold chargers
 - 3 blue chargers
 - 6 green chargers
 - 20 clear glass medium-size cylinder vases

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

DRAWERS

- Items in drawers may vary due to use.
 - Fall centerpiece mats
 - Multi-colored polka dot centerpiece mats
 - Miscellaneous napkins and placemats
 - Assorted sizes of white paper lace doilies
 - Several mirror tiles
 - Tea lights
 - Miscellaneous party decorations
 - Bag of light purple gems
 - Paper, markers, pens, scissors, a few nametags

KITCHEN

- 12 Red aprons
- 36 place setting of White Corelle Impressions Enhancements dinnerware including:
 - 36 - 10 ¼ inch white Corelle Impressions Enhancements dinner plates
 - 36 - 9-inch white Corelle Impressions Enhancements luncheon plates
 - 36 soup/cereal/dessert bowls
 - 2 large white serving bowls
 - 27 clear drinking glasses
 - 2 beverage dispensers (iced tea, lemonade)
 - Assorted sizes of milk glass and clear glass vases in a kitchen cupboard

STORAGE AREA LOWER LEVEL OF THE CHURCH

- 118 Brandy Snifters
- 11 Small Brandy Snifters
- Large Coffee Pot
- Altar & Rosary JOY historical information

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

DECORATION PHOTOS



25 centerpieces (new in 2018)



18 white roses in glass vases



18 gold candle holders



11 small Fall centerpieces
& 2 boxes Fall gourds



10 small Poinsettias



18 vases filled with Christmas bulbs



Red, gold, silver, green,
and blue Chargers



Gold 15 in diameter



Fall centerpiece mats



Polka dot centerpiece mats



Black/brown centerpiece mats



Plum 19x19 satin cloth centerpieces

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

MISC. SUPPLIES



HDMI cord for laptop computer is available in the audio-visual cabinet in the audio-visual storage closet in the Martha and Mary Fellowship Hall.

Lightning Digital AV Adapter for iPad



Extension Cord



Extra 9-volt batteries



Paper and pens for Ballots to vote if there are Nominations from the Floor.

Return the above items to the President or Vice-President of Altar & Rosary JOY after each Program and Business Meeting.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Leadership Team Meetings

The Leadership Team shall consist of the members of the Executive Board, Appointed Positions, and the Circle Leaders. Meetings of the Leadership Team may be called by the President. The majority of the Leadership Team shall constitute a quorum. (Bylaws: Article VII, Section 1-3). A meeting of the Executive Board, Appointed Positions, and the Circle Leaders shall be held before the September Program and Business Meeting and as deemed necessary by the President (Bylaws: Article IX).

The President and the Vice-President shall prepare an agenda for the Leadership Team meetings and share facilitating so both are active participants.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Membership

Membership is open to all women of St. Pius X Catholic Church. Dues shall be paid annually. Paid membership shall have voting privileges and be eligible to hold elected office (Bylaws: Article III). Dues are \$10.00.

A lifetime membership shall be a one-time payment of lifetime dues (Bylaws: Article III). Lifetime dues are \$150.00.

An honorary member is a member who, due to age or health issues, chooses to no longer participate actively. Honorary membership requires no payment of dues and shall be granted upon the request of a member and with the agreement of the Executive Board (Bylaws: Article III).

A member who wants to move to honorary membership shall notify her Circle Leader or the President of Altar & Rosary JOY. The President takes the request to the Executive Board for a vote. After the honorary membership is approved, the Corresponding Secretary prints the honorary card and mails it to the honorary member. The President announces the honorary member at the next Program and Business Meeting.

Paid members may choose to join a Circle, explore Circle membership, or choose not to be associated with a Circle. Paid members have voting privileges and are eligible to hold elected office.

Paid members are notified of Altar & Rosary JOY business, events, and service opportunities by Flocknote, bulletin announcements, St. Pius X website, the Program and Business Meetings, and Circle Leaders.

A membership drive shall be held annually (Bylaws: Article III). The Membership Drive & Hospitality Sunday shall be held in September. Circles are assigned the responsibilities of the Membership Drive & Hospitality Sunday as per the written procedure for the event and direction from the Executive Board.

Circle Leaders collect membership dues and verify member information at their September Circle meetings and follow up with those members who are not present. Circle Leaders shall submit all dues, changes in contact information, and a list of paid members to the Membership Chairperson **no later than October 1**. The Membership Chairperson submits all dues to the Treasurer as the membership dues are submitted to her. Circle membership rosters are updated **no later than October 31** and as needed throughout the year.

The Membership Chairperson prepares a renewal letter to be sent by Flocknote or mailed to the Not Associated with a Circle members on or around August 31st. She maintains accurate membership records.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

MEMBERSHIP VOTING

Circle Leaders shall discuss requests for funds and other needed votes at their monthly Circle meeting. They shall vote at that time. If no meeting is planned before voting results are due, the Circle Leaders shall contact members by Flocknote, email, or by phone regarding the requested votes. The Circle Leader shall ask members to respond to her by the specified deadline or record the member's vote when the initial contact is made. Circle Leaders shall notify the Recording Secretary and the President of the number of members voting, the number of votes for and against the proposal and the number who abstained. Members not associated with a Circle shall be contacted by Flocknote and shall be given a deadline to respond with their votes. A majority of the members voting are needed to carry a motion. The Recording Secretary shall tabulate the votes. The President shall compare the tabulation of votes with the Recording Secretary's count. The decision shall be announced at the following Program and Business Meeting and/or by Flocknote.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Memorial Gift Fund

The St. Pius X Altar & Rosary Memorial Gift Fund was established in December 2013 as a repository for monetary gifts given in honor of loved ones and friends or to memorialize loved ones and friends who have died. The Memorial Gift Fund accumulates these honorariums and memorial gifts so they may be used effectively in procuring items and furnishings to support the ministries of St. Pius X Catholic Church, Urbandale, Iowa. Guidelines governing the Memorial Gift Fund have been established as follows:

1. The Memorial Gift Fund shall be administered by the Executive Board of Altar & Rosary JOY. Specifically, the Executive Board shall be responsible for the selection and acquisition of memorial items and furnishings in consultation with the Pastor of St. Pius X, as appropriate.
2. The St. Pius X programs to be benefited by the Memorial Gift Fund shall be limited to Worship and Music, Evangelism (Outreach), Catholic Education, Art and Environment, and Altar & Rosary JOY. The items purchased by the Memorial Gift Fund for the designated programs shall be for projects over and beyond the budgeted expenses of St. Pius X.
3. The Altar & Rosary JOY President shall acknowledge with a thank-you letter all donations to the Memorial Gift Fund. If a donation is given in memory of a friend or loved one, the president shall send a copy of the acknowledgment to the family of the deceased. The Altar & Rosary JOY Treasurer shall record all gifts and memorials in the Memorial Gift Fund Book, which is maintained by the Treasurer.
4. The Memorial Gift Fund Book shall be displayed annually at the Mass held before the September program and business meeting. Donations received the previous year shall be recognized. If appropriate, items purchased shall be blessed. Recording memorial gifts, donations, etc. in the Memorial Gift Fund Book shall take the place of memorial and dedicatory plaques.
5. Altar & Rosary JOY shall be responsible for the approval of designated endowed memorial gifts in consultation with the Pastor of St. Pius X. These gifts shall be recorded in the Memorial Gift Fund Book.
6. Altar & Rosary JOY Memorial Gift Fund forms are available from the Executive Board and in the Ministry Information Pamphlet area on the East side of the Narthex.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Mentoring Program

The purpose of a Mentoring Program is to ensure that new Altar & Rosary JOY members feel welcomed, are listened to when they have questions, and are guided when they wish to pursue Circle membership. The Mentoring Program shall be monitored by the Mentor Coordinator.

The Mentor Coordinator shall visit with all new Altar & Rosary JOY members. If there are a large number of new members, she may have a New Member meeting and include the Circle Leaders so they can give information on the activities of their Circles. The Mentor Coordinator shall determine with the Membership Chairperson when to hold this meeting.

The Mentor Coordinator shall give new members a Welcome to Altar & Rosary JOY membership packet. The packet shall include the history, purpose, levels of participation, and information about members' involvement in service projects which assist St. Pius X parish and the community. The packet shall also include the current program calendar, a brief description and membership list of each Circle, and the contact information of the Mentor Coordinator.

If the new member desires to join a Circle and does not have a Circle preference, the Mentor Coordinator shall connect her with a Circle that most likely meets her needs. The Mentor Coordinator shall make the arrangements for an invitation and transportation, if needed, to the next Circle meeting and the next Program and Business Meeting. The Mentor Coordinator shall follow up with the new member and the Circle Leader. A new member may decide to attend the meetings of other Circles before deciding which one she feels comfortable joining. The Mentor Coordinator shall make these arrangements and follow up. The Mentor Coordinator shall notify the Membership Chairperson and the Communication Coordinator of the new member's choice.

If a new member desires to be Not Associated with a Circle member, the Mentor Coordinator shall make arrangements for an invitation and transportation, if needed, to the next Program and Business Meeting. The Mentor Coordinator shall follow up with the new member.

The Mentor Coordinator shall continue to follow up with new members throughout the fiscal year and inform them that she is available to help with their membership needs in the future. The Membership Chairperson and the Communication Coordinator are notified of any change in status of new members.

Altar & Rosary JOY members are encouraged to extend their gifts of hospitality and availability to be mentors to new members.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Nominating Committee

The Nominating Committee shall recognize and seek qualified nominees for the elected leadership of Altar & Rosary JOY. The elected officers shall be President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Membership Chairperson, and Program Chairperson (Bylaws: Article IV, Section 1).

The Executive Board shall adhere to the following time frame. The Executive Board shall:

OCTOBER

- Select a member to chair the Nominating Committee no later than **November 15**.
- Notify the Circles to request and appoint a member to represent their Circle on the Nominating Committee by the designated date set by the Executive Board. Notify the Not Associated with a Circle members to consider serving on the Nominating Committee. The Nominating Committee shall consist of a member from each Circle. Members must have access to email, be willing to make phone calls to prospective nominees, and be available to attend meeting(s). Current Executive Board officers are ineligible to serve on the Nominating Committee. (Bylaws: Article X, Section 1)
- Give direction to the Nominating Committee and appoint an Executive Board Contact. The Executive Board Contact shall contact the Nominating Committee Chairperson after the Chairperson is appointed and inform her that the Executive Board Contact is encouraged to attend the first meeting. The Chairperson is provided the Nominating Committee Notebook containing the Nominating Committee guidelines, membership list, position descriptions of each office, a list of the current Executive Board Officers, and a list of past officers. It is recommended that the Committee put together a report summarizing the members that were contacted and their response to be added to the Notebook for the next Committee to refer to the following year.

NOVEMBER

- Have the Nominating Committee Chairperson announce the names of the members of the Nominating Committee at the November Program and Business Meeting. When November is a Spiritual Reflection Evening, a very brief business meeting may be held to announce the Committee members.
- Members of the Nominating Committee are requested to attend the designated Program and Business Meeting so they can be introduced, but it is not mandatory.

JANUARY

- Have the Communication Coordinator or appointed Executive Board member send a Flocknote to the Altar & Rosary JOY membership asking members to consider being a nominee for an elected office and/or to make suggestions of nominees for an elected office. Note may also include: A brief description of the offices, the procedure to nominate a member for an office, and the nomination form. This information is also available on the St. Pius X Website (<https://stpiousxurbandale.org>) in the Altar & Rosary JOY Bylaws and Procedures Manual on the Altar & Rosary JOY page under the Community and Service Tab.
- Announce at the Program and Business Meeting the offices of the Executive Board and the duties of each office. The Nominating Committee Chairperson shall invite Altar & Rosary JOY members to consider being a nominee for an office, make suggestions for nominees for an elected office, or contact her for more information regarding an office. Nomination forms shall be placed on the tables for members to fill out. The Nominating Committee Chairperson shall explain the form. Nominations can also be submitted by email. All

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

nominations need to be received by February 1. Current officers, who have served one term on the Executive Board and wish to serve a second consecutive term, can complete a nomination form to nominate themselves or have another member complete and submit the form. If the January meeting is cancelled, a Flocknote shall be sent out to the membership asking members to submit nominees for officer positions. Email responses shall have a deadline date, and all responses shall be forwarded to the Nominating Committee Chairperson.

- Optional: Obtain a list of nominees from the Executive Board.
- Contact the Executive Board Contact and the Nominating Committee members to determine a mutually compatible date and time for the Nominating Committee to meet. The Nominating Committee Chairperson makes arrangements for its location.

FEBRUARY

- Meet with the Executive Board Contact and ask each Nominating Committee member to bring a St. Pius X pictorial directory to each meeting. The Executive Board Contact shall answer questions on how to contact and track prospective nominees. She shall stress that “**confidentiality is key**” for committee members. The Executive Board Contact shall provide the Chairperson one copy of a list of possible nominees from the Executive Board if they have developed a list.
- Ask if any member of the Nominating Committee wishes to be considered for an officer position. If a member of the committee “volunteers” or is nominated and accepts the nomination, she should leave the meeting, so others can consider her qualifications in private. She should return to the meeting when the committee is ready to discuss the next position. This applies whether the meeting is in-person or by Zoom/virtual.
- Select members who shall meet the qualifications of each office (for example, have access to email, have knowledge of the computer program that is needed to fulfill the position, etc.) and shall do the best job.
- The goal is to have 2-3 nominee choices for each office. Rank them 1-2-3 according to their ability to do the best job.
- Decide who shall contact the nominee choices for each office. Explain the position description that outlines the duties of the office when contacting a member as a nominee and give the member a few days, if necessary, to consider the nomination. Offer to have the Chairperson email the prospective nominee a position description for the office.
- Contact the second nominee choice if the first nominee choice declines.
- Contact the third nominee choice if the second nominee choice declines.
- Have the Chairperson email position descriptions to ALL consented nominees.
- Keep the Executive Board Contact informed of the progress of the committee. Individual committee members shall communicate with the Nominating Committee Chairperson. The Chairperson shall communicate with the Executive Board Contact and refer to her for questions or suggestions.
- Keep discussion of nominees and meeting conversations confidential.
- Get consent before placing the member’s name in nomination and clarify any questions concerning the position description.
- Present one nominee for each office to be filled at the February Program and Business Meeting (Bylaws: Article IV, Section 2).
- Inform the Executive Board Contact of suggested changes to the guidelines.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

If a position is not filled, announce that the position of the named office is still open. Appeal to the membership to consider being a nominee. The Nominating Committee Chairperson may give a brief description of the office that is not filled. The Nominating Committee continues to try to fill the open position. Present the name of another nominee if a nominee withdraws before the March election. The committee's work shall be completed after there is a complete slate of officers, and the election has been held. The committee shall be automatically discharged.

MARCH

At the March Program and Business Meeting, the Nominating Committee Chairperson shall present one nominee for each office to be filled. The Executive Board President or Parliamentarian will take over the voting procedure after introducing each nominee.

The Membership shall:

- Elect the officers by plurality ballot at the Program and Business Meeting. Nominations may also be made from the floor. Members who make nominations from the floor must have the permission of the prospective nominee before making the nomination. If there is one nominee for an office, election shall be by voice vote. If there is more than one nominee for an office, election shall be by written ballot (Bylaws: Article IV, Section 2). The Parliamentarian or President runs the election of officers and announces the new officers for the next fiscal year based on the Nomination and Election Script found in the Bylaws and Procedure Manual.

MAY

Congratulate the officers installed at the Program and Business Meeting. Officers shall serve from July 1 until the following June 30. An elected officer may be nominated and re-elected to serve a consecutive second term for the same office (Bylaws: Article IV, Sect 2)

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Program and Business Meetings

The Program and Business Meetings are normally held in the Martha and Mary Fellowship Hall on the fourth Monday evening of September through May, except December. Any changes to the regularly scheduled meeting shall be approved by the Executive Board and announced in a timely manner to the membership. (Bylaws: Article IX). The time frame for the Program and Business Meetings shall be set by the Executive Board.

AGENDA

The President shall prepare an agenda for members at the Program and Business Meetings. The agenda may include:

- Rosary Led by the Host Circle
- Refreshments and Socializing in the Martha & Mary Fellowship Hall
- Welcome Members and Guests
- Program or Activity
- Call to Order for the Business Meeting
- Approval of Minutes
- Officers' Reports
 - Treasurer
 - Corresponding Secretary
 - Recording Secretary
 - Membership Chairperson
 - Program Chairperson
 - Vice-President
 - President
- Appointed Position Reports
- Circle and Committee Reports
- Unfinished Business
- New Business
- Announcements (including next scheduled program)
- Adjournment

The President may announce at the beginning of each Program and Business Meeting, *"We welcome your presence. We are women with different responsibilities; if you need to leave before the meeting is completed, please feel free to do so."*

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

PROGRAM AND BUSINESS MEETING HOST CIRCLES

The monthly Host Circle shall be responsible for the theme of the evening, refreshments and a light snack (Please be mindful of quantity; less is best). Other duties of the Host Circle at the Program and Business Meetings are to:

- Decide on the monthly service project and notify the Program Chairperson two months prior to the Program and Business Meeting.
- Make sure that adequate seating is set up through the Program Chairperson. The Program Chairperson shall make the arrangements for the tables and chairs to be set up on the day of the Program and Business Meetings or events. If a different arrangement from the present Program and Business Meeting set-up is desired, Circle Leaders or Committee Leaders need to contact the Program Chairperson at least one week before the event.
- Check with the Program Chairperson that arrangements have been made with the Administrative Assistant in the Parish Office to have the handicap door at the front of the church unlocked at 5:15 p.m. so the Host Circle can set up for the Program and Business Meeting. If the Host Circle needs to prepare earlier, then the Host Circle shall make arrangements with the Administrative Assistant in the Parish Office to obtain access to the rooms needed.
- Provide 1 or 2 Circle members to lead the Rosary. Those leading the Rosary shall use a microphone provided by the Program Chairperson.
- Abide by the request of the Parish Office to limit the number of garbage containers available for attendees and have them dump liquids before placing the drink container in the garbage can.
- Use the prepared name tags provided by the Membership Chairperson.
- Assign 3-4 people to help the Membership Chairperson put out the name tags, greet and direct members and guests, and help with putting back the tables.
- Make guests feel comfortable and at ease in the large group by introducing them to at least one other member and invite them to sit at their table. If they would like to attend the Rosary, escort them to the church and watch for them at the conclusion of the Rosary to help them find a member(s) to sit with.
- Assign 2-3 members to tally monies donated to the service project. If possible, the Circle Leader reports the cash donation during the Circle Reports in the business meeting.
- Greet members and guests as they come from saying the Rosary in the church and ask them to proceed to the food and refreshments.
- Serve from both sides of the serving table and remain as hosts throughout the Program and Business Meeting.
- Make sure all checks for a monetary donation to a service project are made payable to St. Pius X Church. Fill out a Treasury Deposit form and give the form and all checks and cash donations to the Treasurer after the business meeting.
- Be responsible for cleaning the kitchen, washing dishes and any other items used, wiping the tables, and taking care of any spills or crumbs on the carpet. Uses the vacuum cleaner if necessary. Returns all used items to their proper place.
- Take the dishtowels and dishcloths home to wash and return promptly.
- Turn out the lights, including the lights in the church.
- Have two or three members exit to their cars together for safety purposes.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

PROGRAMS OR EVENTS

The Executive Board shall prepare a calendar of events for the fiscal year. This shall include programs to be held before the business meetings and events.

A variety of programs may be offered to promote the spiritual development of women or service, provide entertainment or provide helpful information. The April program is a themed Spring Fun Event. The May meeting shall include the Installation of Officers and an annual budget review (Bylaws: Article IX).

The September Kick-Off Program and Business Meeting begin with Mass in the church at 6:30 p.m., followed by refreshments and the program. All other Program and Business meetings begin at 6:30 p.m. with the Rosary in the church, followed by refreshments and a program at 7:00 p.m. Other monthly Program and Business Meetings also begin at 6:30 p.m. The Rosary is led by the Host Circle in the church, and refreshments shall be served by the Host Circle. Programs usually begin at 7:00 p.m., followed by the business meeting. The speaker, other than the Spiritual Evening of Reflection and the Spring Fun Event, usually has 30 minutes for the presentation and 5 minutes for questions, unless changed by the Executive Board to accommodate the speaker. There shall be a budgeted amount for speakers. The Program Chairperson is responsible for obtaining the honorarium from the Treasurer and presents or mails the honorarium with a thank-you note to the speaker.

The membership shall be asked to recommend programs they would like to have for the following year. Members shall turn in their suggestions with the March Circle reports. Members not associated with a Circle shall be contacted by Flocknote. These suggestions shall go to the Executive Board.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Rosary Guidelines

The recitation of the Rosary together at our monthly meetings is one of the most important activities of Altar & Rosary JOY. As such, it is important that it is done well consistently so that all members can participate prayerfully without distractions.

It is preferred that the member reciting the Rosary use a microphone so that our members with varying levels of hearing ability can all hear clearly. She may stand at the ambo and use the microphone there or sit in the pews and use the clip-on lapel mic, which can be provided by the Program Coordinator at the beginning of the meeting. One person shall speak into the microphone, as it is more difficult to hear the words clearly if there are numerous voices reciting. If two or more women would like to participate, they can take turns at each of the Mysteries.

Please use the blue "Pray the Rosary Daily" pamphlet which is distributed in the brochure racks in the church and will be provided for the meeting. Begin with the Apostle's Creed and the beginning prayers as described on the back. Since our meetings are always on Mondays, we generally use the Joyful Mysteries. Recite the name of the Mystery and read the accompanying Bible verse from the pamphlet at the beginning of each decade. End each decade with the Fatima prayer "O My Jesus. Conclude with the Hail Holy Queen and the sign of the cross.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Service Projects and Scheduled Service Rotations

Altar & Rosary JOY is a service organization, and its members are involved in service that relates to sacramental programs of St. Pius X Catholic Church. Members shall be encouraged to participate in service projects and service rotations.

Circles shall be responsible for the following service events on a rotating basis. (May vary year to year):

- Hospitality Sunday with Membership Drive
- Advent Communal Penance Dinner for Priests (Liturgy Coordinator)
- Basket for St. Pius X Spring Gala
- Parish Chili Supper (Altar & Rosary JOY and Holy Name Men's Group, usually held in February)
- Soup Supper
- Lenten Communal Penance Priests' Dinner (Liturgy Coordinator)
- OCIA Reception (RCIA and Parish Activities Coordinator)
- Confirmation Reception
- April Spring Fun Event
- Eucharistic Procession
- St. Pius X Feast Day Celebration (Altar & Rosary JOY and Holy Name Men's Group, held in August)

Circles should keep in mind, in choosing service projects, Altar & Rosary JOY's mission: ***Donate our time and talent to projects, programs, and causes that promote Catholic beliefs and benefit St. Pius X Catholic Church, the community, and the world.*** Service projects at the Program and Business Meetings shall be to a non-profit organization, unless approved by the Executive Board. Possible service projects are listed in the Altar & Rosary JOY Service Project List that is in the pocket of the Circle Leader's Bylaws and Procedure Manual. If a Circle needs guidance on service projects, they shall contact the Executive Board. (See Circle service allotment for more information regarding monies toward service projects.)

Circle members requesting reimbursement for supplies or food purchased for their Circle Service Project or Service Rotations shall complete a Request for Payment form, have the Circle Leader sign the form, attach the original receipts, and submit the form to the Treasurer. **The St. Pius X Business Manager and the Treasurer request that one Circle member purchase supplies or food and turn in a Request for Payment form.**

All Circle Request for Payment forms are signed by the Circle Leader and submitted to the Treasurer with the charge receipts. **Receipts are necessary for payment.** Expenditures from the Circle's scheduled rotations are usually charged to the St. Pius X ministry that is sponsoring the event. These expense receipts are submitted to the Treasurer, who shall be responsible that the appropriate St. Pius X ministry is charged. Consult each of the service descriptions for specific details.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Social Correspondence and Confidentiality

Notes of cheer are mailed to a member who is ill only if the member has made it known that she has a health concern or is going to have surgery. Before any member discusses another member's health issues, consider whether permission has been granted or if it is something that needs to remain confidential. Rule of thumb: Keep the information confidential unless the individual or immediate family permits you to share. It is polite to ask, "May I share this with Altar & Rosary JOY?"

At the Program and Business Meetings, the number of get well or thinking of you cards sent shall be announced and the names of those receiving sympathy cards.

OPERATING PROCEDURES
St. Pius X Altar & Rosary JOY
(Jesus First, Others Second, Yourself Last)

Memorial Gift Donation Cards

The Memorial Gift Donation Cards can be used by Circles or any member who wants to make a monetary donation to the Memorial Gift Fund to honor loved ones or friends or to memorialize loved ones or friends. For example, if you had a member or loved one or friend celebrating a significant life event, then you could make a monetary donation to honor them. Another example: if a member of your Circle dies, Circle members could make a monetary donation to memorialize their Circle member. Guidelines for this fund are in the Bylaws and Procedure Manual. Circle Leaders are asked to go over these at their Circle meeting. Each Circle Leader was given 6 Memorial Gift Donation cards and envelopes. They are located in the back pocket of their Bylaws and Procedure Manual. Cards are also located in the display stand in the Narthex.