

## GUIDELINES FOR GOLDEN JUBILEE BURSE COMMITTEE

2015-2016

**Committee Purpose or Task:** The Golden Jubilee Burse (GJB) Committee's task is to continue to stimulate enthusiasm in this, our one united project, by being sure that each member fully understands the meaning and importance of this committee (1961-37) That all Institutes submit their burse checks to the Grand Secretary no later than March 1st of each year (1974-30) per Active Recommendations.

### May:

After accepting appointment by the Grand President, prepare a one-page document for the Golden Jubilee Burse Program. The document will be sent to the Grand President to be included in the Grand President's Program Booklet, highlighting the Committee's goals. (In preparing the document, check with Grand Secretary for the date of the November Board Meeting; the Remembrance Mass is held on the same day as the board meeting).

### June-July:

Connect with the previous chairperson at Grand Convention or send an email to the Grand President to obtain the previous chairpersons contact details. Files to request from the previous year chairperson include; guidelines, committee members list, GJB program sample, example of the letter of good standing from the archdiocese of San Francisco, liturgy planning worksheet, and any other available materials.

Upon receipt, review the files most importantly the guidelines to prepare you for project planning your committee.

### August:

As soon as possible ideally at or shortly after grand convention, contact the Grand Chaplain to invite and request him to be the celebrant for the Remembrance Mass held in November. Request that Father pencil in a "save the November Mass & Board-meeting date" on his calendar. Make sure to mention that a luncheon will follow the mass and that he is welcome and we would be honored to have him join us. The location for the November Board-meeting and luncheon is at the YLI clubhouse in Sacramento California. Generally at convention you can secure a verbal commitment from Father.

If you secure a verbal from Father it is best to promptly follow-up the date with an email that includes all the details. Father can get very busy; importantly you should keep in touch with him up until the day of the mass. Send an email to ([www.sfarchdiocese.org](http://www.sfarchdiocese.org)) to the Office of the Vicar for Clergy of the Archdiocese San Francisco to secure a letter of good standing for our Grand Champlain to perform the mass outside of his diocese. This is a required task to ensure that we are following clergy rules and compliance.

Attend the District Deputy Orientation if possible or provide the Deputies with a copy of your Program document and a letter to include them in your plan for obtaining the dates of their District GJB Presentations.

If the Grand President has selected the GJB committee members then you will receive a list of your Committee names with their contact details, if the Grand President has requested that you select your GJB committee members you should promptly prepare and solicit your members. A co-chair works best with this committee as it is helpful to have someone on the project that you work closely with to keep on task and share the experience. For your GJB committee members it is ideal to select members from institutes in close vicinity or that belong to the church parish of the remembrance mass location; this will be very helpful with the mass planning. Send an introduction letter to each Committee member with your contact details. Remember to thank your committee for accepting their appointment, request their suggestions and solicit any new ideas to be used for the GJB program. Share your goals and request their involvement including their input for dates of burse presentations in their area.

Submit the GJB budget when requested by the Finance Committee Chairman. Expenses for supplies such as copies, labels, printing, postage, etc. are not to be considered as a committee expense. These expenses are considered operational and part of the Grand Institute expenses (reference: Constitution, Article XII, Section 6b, Page 14 specifies that all expenses incurred in conjunction with the Golden Jubilee Burse Remembrance Mass are paid from the Grand Institute Fund.) 150 copies of your programs for the November mass will be necessary. Postage can be used in communicating with Committee Members and when planning your mass participants however most communications can be easily accomplished over a short phone call or email. This year the budget was approved for \$25.00 which was adequate.

Send an email to the Grand Organist to start to plan the music for the mass in November. She will need the music as soon as possible to practice and be prepared in November.

### **September.-October:**

Preparations for the Remembrance Mass should be well under way (just after Labor Day). Send an email to Father (Grand Chaplain) as a reminder and request for him to send you his selection of the mass reading and petitions. In the past two years we have only had one (First Reading – omitting the second reading per Father’s suggestion). Father will ask if the church will provide the communion bread or if he should plan to bring this.

Your committee member in charge of communications with the church should get specific details from the church such as; who is the church point of contact, when can the key be picked up to open the church on the day of the mass, is there access issues to parking & restrooms and will the church provide the communion bread and wine, Holy Book and any other key mass components.

Plan to have at minimum of 100 hosts – Father has a good idea of how many Eucharist ministers are needed for the mass. It is helpful to share a copy of

your completed liturgical planning worksheet with the church representative. Send an email to Grand Secretary inviting all YLI members to attend the Remembrance Mass and lunch. Also include the deadline date for submission of names for inclusion at this mass (by the end of September is a good date to target).

The Grand Secretary will include the invite in her letter of communications to all the Institutes from the Grand President. Enlist help with obtaining this information as well from the District Deputies.

Your planning worksheet is very helpful to identify all of the mass participants; once you have everyone identified start to make contact and secure your attendance confirmations.

\*\*\*\*The following is a guideline and the decision for individuals with four stars can be your committee selections/choices. \*\*\*\*

Call, email or write letters requesting participation by Grand Officers, Past Grand Presidents and Jubilarians. Involve members on your committee by requesting assistance with Greeting/Hospitality, handing out programs and helping individuals to their seat (especially for our members that need VIP assistance).

The customary liturgy participants have been:

****	Reading	Grand President
****	Responsorial Psalm	Past Grand President
	Prayers of the Faithful	Chairman of the Board
	Gift presenters	Grand President
		Grand 1st Vice President and Grand 2nd Vice President and Honored Jubilarians
****	Music	Grand Organist
****	Eucharistic Ministers	Past Grand Presidents
		Grand Officers or Past Grand Officers
****	Acolytes/Altar Servers	Traditionally we reach out to Allyson Davis
****	Cantor	Ask the church (or) the Grand Organist
****	Name Presenters	This has typically been done at the start of the mass by The GJB committee (in silence the committee processions in with the names in a basket, chest, etc.)

### **Mid-October:**

Prepare the lists of the people's names for whom a GJB card donation was made and the Remembrance Mass is in honor of. Names can be written or typed up on scrolls and placed in a basket, chest, etc. Alternatively ask your committee to suggest creative ways to prepare the names. Keep track of the number of names from each Institute as the total # of Institutes and total # of names is used in your report.

Send a confirmation email or letter to the mass participants, which also thanks each participant and also send copies of readings and petitions to appropriate people to encourage practicing prior to the mass.

Prepare a program. See sample of this previous year program. You will need 150 copies prepared and printed to distribute and/or to have available for members from Institutes that were unable to attend.

### **November:**

Be prepared to report at the Board Meeting regarding what you have done and what you plan for the future.

Mass is usually offered at 11:00am or 11:30 am, check with Father as to his schedule and the Grand Secretary for the best time. Your report will not be presented until after the mass and lunch; typically in the afternoon during the board meeting – wait until you are called from the agenda. Keep report short as you will give your final report at Convention. A Member of the Board of Grand Directors will make the motion to accept your report and issue checks. Consult with the Grand President and the Grand Treasurer as to amount of donation and to whom paid. \$100 to concelebrate Priest, \$75.00 to the Cantor \$150.00 for use of the church and \$25.00 to Eucharistic person for set up for Holy Communion. (if applicable).

Prepare a list to be given to the Grand Treasurer at the November Board Meeting, of the dates for the GJB presentations by District as this will help her with anticipating when checks will be needed.

### **May:**

Contact the Grand Treasurer to request for her to share GJB report detail regarding donations made by each Institute and District. This must be included in your final report and is an important piece of information. Update your guidelines capturing specific changes that may impact the incoming GJB committee.

### **June-July:**

Prepare your final GJB committee report to be given orally at Grand Convention. Make at minimum of 10 copies of the final report to give to the Grand Secretary for distribution. Share your files, improvements and copies with Grand Secretary or the incoming Committee Chairman.

\*\* Be sure your expense vouchers with receipts are submitted no later than 30 days after the end of the quarter you have spent the money. Alternatively you may submit your receipts on the Friday before the November Board Meeting.

The time of the year that we celebrate the mass is in close proximity to All Soul's Day and we must remember that the remembrance mass is in honor of both living and those that have past. Your committee can reinforce this when promoting the GJB program and goals. Date of the Remembrance Mass is changed to the following week due to All Souls Day being the same day: change made by the Grand President.

The greatest challenge is timing and receiving the lists of names in time to be included at the Remembrance Mass. My suggestion for names received after the November mass celebration is to include the names in the list of the next year.

It has been a pleasure to serve on the GJB committee for two consecutive years 2014 & 2015. I have learned a lot and gained a wealth of experience and appreciation for this committee.

I am more than happy to be a resource and I am happy share all of the files that I used while I co-chaired this committee.

My email address is: [deb.ramcruz@yahoo.com](mailto:deb.ramcruz@yahoo.com)

In sisterly love, Debra Ramirez-Cruz