

Knights of Peter Claver

Ladies of Grace



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February 23, 2021

Office of
MARION SMITH-REYNOSO
Supreme Navigator

2021 VIRTUAL CONCLAVE!!!!

Conclave Dates are as follow: **July 16, 17, 2021 and July 18, 2021** if needed. Agenda will follow later.

Gracious Ladies attending Conclave may request committee preferences for the 40th Annual Conclave from the list below. If your Chapter is submitting a **candidate** for the following: **Cartagena Award, Good Neighbor Awards or Good Deeds Award**, no one from your Chapter will be placed on these committees, so please do not request it.

1. STEERING COMMITTEE
2. CARTAGENA AWARD
3. GOOD NEIGHBOR AWARD
4. GOOD DEEDS AWARD
5. EDUCATE THE RELIGIOUS
6. PARTNERS IN EDUCATE
7. RESOLUTION/BY-LAWS
8. NOMINATION/ELECTION COMMITTEE

Enclosed is a brief description of the Duties of the Committees.

Navigators, any Member in your Chapter that have reached their 25th year and have not received their **25 year pins**, please send their name to **GL Annetta Wilson, 4241 W. 21st Place, Chicago, IL 60623.**

COMMITTEE REQUEST MUST BE IN MY HANDS NO LATER THAN MAY 15, 2021

Note: Committee Assignments will be done based upon the return of the Committee request, and to meet the needs of the Supreme General Chapter Annual Conclave.

Six copies of the Cartagena, Good Neighbor, Good Deed, Educate the Religious, Partners in Education are to be sent **only** to the **Supreme Scribe** and received on or **before June 1, 2021**, Postmark will prevail. **All copies are to have the Chapter seal.** Mail to: Supreme Scribe Gracious Lady Margie Guilbeaux, 4813 Highway 358, Opelousas, LA 70570

God bless.

Most Faithful Dame Marion Smith Reynoso, C.S.G.
Supreme Navigator

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- 1. 2021 CARTAGENA AWARD:** This committee will review all applications submitted by the various Chapters and shall present a report at the annual Conclave. The Gracious Lady selected based upon the criteria to receive the Cartagena Award will be presented her award at the Supreme Navigator's Luncheon/Banquet.
- 2. 2021 GOOD NEIGHBOR AWARD:** This committee will review all applications submitted by the various Chapters and shall present a report at the annual Conclave. The top three chapters selected based upon criteria will be presented their award at the Supreme Navigator's Banquet.
- 3. 2021 GOOD DEEDS AWARD:** This committee will review all applications submitted by the various Chapters and shall present a report at the annual Conclave. The applicants selected based upon the criteria to receive the Good Deeds Award will be presented their award at the Supreme Navigator's Banquet/Luncheon.
- 4. 2021 EDUCATE THE RELIGIOUS PROJECT:** This committee will review all applications submitted by the various Chapters and present a report at the annual conclave. The recipients will be awarded a monetary donation recommended by the committee and approved by the membership at Conclave. Payment will be forward after the Annual Conclave.
- 5. 2021 PARTNERS IN EDUCATION:** This committee will review all applications submitted by the various chapters and prepare a report at the annual conclave. The catholic School or Facility selected will be awarded a monetary donation recommended by the Committee and approved by the membership at Conclave. Payment will be forwarded after the Annual Conclave.
- 6. 2021 RESOLUTION:** This committee will review and recommend action on all Resolutions submitted from Chapters and present a report with recommendations to the Conclave Attendees at the Annual Conclave.
- 7. 2021 STEERING COMMITTEE:** The duties of this Committee are to review and take action on the Steering Rules listed in the Conclave Agenda Book for the Conclave Body while in session. The Committee will present their report to the delegation present at the Conclave for implementation.
- 8. 2021 NOMINATION/ELECTION COMMITTEE:** This committee shall receive nominations for the offices of the Supreme General Chapter. This committee will also prepare and distribute ballots and monitor all phases of the nomination and election process.

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GOOD DEEDS AWARD GUIDELINES

An award will be presented to any Meritorious 4th Degree Lady of Grace, one in each State/District, member who merits recognition for individual example or personal achievements for outstanding contributions to the church, community and Catholic leadership.

1. Member is in good financial standing, e.g., (dues, partner in education)
2. Member has been a Meritorious 4th Degree Lady of Grace for 3 years or more.
3. All Good Deeds services will be performed within the time frame, from May 1st, to April 30th, within one year of Conclave, starting with May 1st 2020 and ending with April 30th 2021.
4. Church: has a pastoral letter signed and sent by the Pastor, Deacon, and/or the Director of Religious Education (DRE) List the functions that you participate in the Church.
5. Community: receive a verification letter from any agency (On their Letterhead) representative relating to the involvement/participation in Social Justice; Service Projects (agency shelters, food banks, community social service agencies and/or Human Services).
6. A member of their Chapter can recommend any Meritorious 4th Degree Lady of Grace.
7. All applications must be signed, sealed and dated by the Chapter's Faithful Navigator and Faithful Comptroller.
8. Verification must be documented for any and all national or local organizations listed other than the Meritorious 4th Degree Ladies of Grace.
9. One plaque and pin will be awarded to a recipient from each State/ District at the Supreme Navigators Banquet/Luncheon.
10. **Only one applicant from each Chapter, if more than one is sent all applicants will be disqualified.**
11. In the nominee's application do not use their name, use example: Candidate, Applicant, Member
12. All Guidelines must be adhered to or risk disqualification.
13. **Please send six (6) copies to the Supreme Scribe Gracious Lady Margie Guilbeaux, 4813 Highway 358, Opelousas, LA 70570, by June 1, 2021.** Any nominee's application received after June 1, 2021 will be disqualified. Post Mark will prevail.
14. All six (6) copies must have the Chapter's seal.

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GOOD DEEDS AWARD COVER SHEET

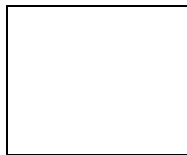
CHAPTER NAME: _____ NUMBER _____

NOMINEE'S NAME _____

YEAR NOMINEE WAS EXEMPTIFIED _____

| | |
|------|--|
| SEAL | Faithful Navigator _____ Date: _____ |
| | Faithful Comptroller _____ Date: _____ |

DO NOT WRITE IN BOX BELOW FOR SUPREME SCRIBE USE ONLY



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GOOD NEIGHBOR AWARD GUIDELINES

1. The award is presented annually to three (3) Chapters performing meritorious deeds for the current year and will be presented at the Supreme Navigators Banquet/Luncheon.
2. The Chapter's submission/entry shall contain the signature of the Faithful Navigator, Faithful Comptroller, Chapter's name, Chapter's number and the Chapter's Seal. **WRITTEN MATERIAL IS NOT TO BE PLACED IN A BINDER.**
3. All Chapter activities such as projects of spiritual, charitable and social endeavors that affect the Church and Community from June 1, 2020 thru June 1, 2021 must be included. This would exclude turnouts for Wake/Funeral Services
4. Each Category of activities must be grouped according to Chapter Activities, Spiritual Contributions, Charitable Contributions, Social Services, Church Activities and Community Services. The number of times these activities have been performed can be listed next to the activity during the time period as indicated above.
5. The Good Neighbor Award submission should not exceed **15** pages. **Any submissions that exceed 15 pages will be disqualified.** Pictures should not be included in the paperwork. Pictures should be provided only in the scrapbook.
6. All volunteer services, **as a BODY**, rendered in the name of the Chapter at various agencies, involvement in other organization, awards received should be included. Provide a brief description of the service performed and indicate the number of volunteer hours. Letters from various agencies, church officials, Clergy, civil officers stating services performed by the Chapter should be included.
7. List the amount only of charity donations to various charities, churches or individuals. The **Chapter's Seal must be on this document** for verification. For security reasons, **DO NOT INCLUDE COPIES OF CHECKS, VOUCHERS OR BANK STATEMENTS.**
8. Provide a list of all honors, plaques, certificates and letters received by the Chapter.
9. All documents submitted will become the property of the Supreme General Chapter and will not be returned to Local Chapters.
- 10. All six (6) copies must have the Chapters Seal.**
- 11. Do not include the chapter's name or number, Faithful Navigator or anything that could identify the Chapter. To do so will disqualify the Chapter.**
12. Send six (6) copies by June 1, 2021 to Supreme Scribe Margie Guilbeaux, 4813 Highway 358, Opelousas, LA 70570. Post mark will prevail. All copies must have the Chapter seal.

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GOOD NEIGHBOR AWARD COVER SHEET

CHAPTER NAME _____ NUMBER _____

NUMBER OF YEARS CHAPTER HAVE BEEN ESTABLISHED _____

NUMBER OF MEMBERS IN THE CHAPTER _____

| | |
|------|--|
| SEAL | Faithful Navigator _____ Date: _____ |
| | Faithful Comptroller _____ Date: _____ |

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GUIDELINES FOR 2021 CARTAGENA AWARD

1. The prestigious Cartagena Award is given annually to a Gracious Lady of the Meritorious Knights of Peter Claver, Fourth Degree Ladies of Grace Division.
2. The Gracious Lady must exemplify the true Spirit of Humility and Sacrifice without thought of reward; whose achievements in the field of Catholic Action are so commendable that members of the hierarchy and Clergy take cognizance of them; who possesses the Spirit of Heroic Charity by practice of Spiritual and Corporal Works of Mercy.
3. A written account of the Gracious Lady's activities not to exceed five typewritten pages, single spaced, which must be included with the nomination form. Supporting documents (letters on official letterhead only) can be included and are also not to exceed five (5) pages. **DO NOT SEND PICTURES OR SUBMIT NOMINEE IN A SCRAPBOOK OR BOOKLET FORM.** Submit your information according to the guidelines. The committee rates the nominees according to narrative submitted based on the criteria only. Pictures, binding, booklets, etc., are not used in scoring and for the selection of the recipient.
4. **Six Copies** of the completed nomination form and any additional supporting documentation of the Gracious Lady's achievements and services must be sent to the **Supreme Scribe, Gracious Lady Margie Guilbeaux, 4813 Highway 358, Opelousas, LA 70570 and received before June 1, 2021. Any nomination received after June 1, 2021, will be disqualified. Post Mark Will Prevail.**
5. The Cartagena Gold Medal will be presented to only one Gracious Lady at the 2021 1st Virtual Conclave by the Supreme Navigators.
6. A letter from the nominee's Pastor supporting her activities in the parish and his recommendation of the Gracious Lady must be included.
7. Only one nominee from each Chapter, if more than one is submitted all will be disqualified.
8. Do not include the nominee's name, chapter's name/number or the city/state in the resume. Including this information will disqualify the Candidate.
9. Number of years in the Chapter, Offices held in the Chapter, Church/Parish Activities, Community involvement & other information. Awards received in the Fourth Degree/Parish/Dioceses/Community.
10. All six (6) copies must have the Chapter seal.
11. **All GUIDELINES MUST BE ADHERED TO OR RISK DISQUALIFICATION.**

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2021 CARTAGENA AWARD COVER SHEET

NAME/ADDRESS OF NOMINEE:

CHAPTER NAME: _____ NUMBER: _____

| | |
|------|--|
| SEAL | Faithful Navigator _____ Date: _____ |
| | Faithful Comptroller _____ Date: _____ |

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2021 EDUCATE THE RELIGIOUS PROJECT

1. The Chapter's nominee must be a practicing Roman Catholic.
2. The nominee must have completed one year of study/formation.
3. The nominee must furnish verification of enroll in a School of Theology or a House of Formation.
4. The nominee must indicate the need for funds to further his/her education.
5. The stipend to be awarded is for ONE YEAR ONLY.
6. Only one request per Chapter.
7. Stipend funds this year, because of the Pandemic, will be designated from the profit of the sale from the Annual Supreme Board Raffle. You must buy you raffle books to be eligible to participate.
8. **SEND SIX (6) COPIES** of the completed nomination form and any additional supporting documentation must be sent to **THE SUPREME SCRIBE** and **received on or before June 1, 2021. ALL SIX (6) COPIES MUST HAVE THE CHAPTER'S SEAL ON THEM.**
9. Supreme Scribe Very Faithful Margie Guilbeaux, 4813 Highway358, Opelousas, LA 70570

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2021 EDUCATE THE RELIGIOUS PROJECT APPLICATION FORM

NAME OF APPLICANT: _____

DATE OF BIRTH: _____

ADDRESS: _____

TELEPHONE NUMBER: () _____

MOTHER'S NAME: _____

FATHER'S NAME: _____

CHURCH PARISH: _____

CHURCH ADDRESS: _____

CHURCH TELEPHONE NUMBER: () _____

SCHOOL OF THEOLOGY NAME & ADDRESS: _____

SCHOOL TELEPHONE NUMBER: () _____

HOW LONG ENROLLED AT SCHOOL OF THEOLOGY? _____

HOUSE OF FORMATION NAME & ADDRESS: _____

HOUSE OF FORMATION TELEPHONE NUMBER: () _____

Knights of Peter Claver Ladies of Grace



HOW LONG AT HOUSE OF FORMATION? _____

INDICATE NEED FOR FUNDS: _____

CHAPTER NAME: _____ **NUMBER:** _____

SIGNATURES & DATE: Faithful Comptroller _____

Faithful Navigator _____

CHAPTER SEAL

NOTE: Please send six (6) Forms completed by the Chapter and sent to **THE SUPREME SCRIBE** and received on or before the June 1, 2021 deadline. Post mark will prevail. **ALL SIX (6) COPIES MUST HAVE THE CHAPTER'S SEAL ON THEM.**

Supreme Scribe Very Faithful Margie Guilbeaux, 4813 Highway358,
Opelousas, LA 70570

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2021 PARTNERS IN EDUCATION PROJECT

1. Each Gracious Lady is reminded to contribute \$5.00 annually through her Chapter in order for schools/programs to continue to receive some monetary assistance determined at the Annual Conclave.
2. ONLY ONE REQUEST PER CHAPTER.
3. ONLY CHAPTERS WHICH CONTRIBUTE TO THE FUND CAN SEND IN A REQUEST.
4. Awards will be presented to needy Catholic Schools or Programs and must have a pressing need, which requires immediate action.
5. A letter of explanation as to the degree of the need; along with the signatures of the Faithful Navigator and Faithful Comptroller with the Chapter Seal is required.
6. Send six (6) copies to the Supreme Scribe Margie Guilbeaux by June 1, 2021. Aft application will be disqualified. Post mark will prevail. **ALL SIX (6) COPIES MUST HAVE THE CHAPTER'S SEAL**
7. Supreme Scribe Very Faithful Margie Guilbeaux, 4813 Highway358, Opelousas, LA 70570

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2021 PARTNERS IN EDUCATION PROJECT APPLICATION FORM

NAME OF INSTITUTION: _____

ADDRESS: _____

TELEPHONE: () _____

ADMINISTRATOR: _____

TELEPHONE: () _____

CHECK WHICH APPLIES: _____Elementary School _____High School _____Other

TYPE OF SCHOOL: _____Archdiocesan _____Diocesan _____Mission _____Other

NUMBER OF STUDENTS SERVED: _____

INDICATE NEED FOR FUNDS:

CHAPTER NAME: _____

NUMBER: _____

Faithful Comptroller _____ **Date** _____

Faithful Navigator _____ **Date** _____

SEAL

NOTE: Six (6) Forms are to be completed by the Chapter and sent to the SUPREME SCRIBE and received on or before the June 1, 2021 deadline. ALL SIX (6) COPIES MUST HAVE THE CHAPTER'S SEAL. Post mark will prevail.

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BIENNIAL BY-LAWS RESOLUTION FORM

Resolutions submitted to the Supreme General Chapter are to be typed or printed and bear the seal of the Faithful Chapter along with the signature of the Faithful Navigator and Faithful Comptroller. Please state the article(s), section(s) and the page number(s) of each resolution. Please make six (6) copies and return by **June 1, 2021** to the Supreme Scribe Gracious Lady Margie Guilbeaux, 4813 Highway 358, Opelousas, LA 70570

Chapter Name: _____ Chapter Number _____

Whereas: _____

_____ and

Whereas: _____

_____ and

Therefore, Be It Resolved:

| | |
|------|--|
| SEAL | Faithful Navigator _____ Date: _____ |
| | Faithful Comptroller _____ Date: _____ |

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LADIES OF GRACE STEWARDS L.O.G.S.

OVERVIEW

The L.O.G.S. will be appointed by the Supreme Navigator. The L.O.G.S. must be knowledgeable in the workings of the Ladies of Grace, must be familiar with duties of the Faithful Captain, Faithful Comptroller, Faithful Purser, Faithful Pilot and both Faithful Sentinels. L.O.G.S. will be trained by the Supreme Board.

The L.O.G.S. will gather and evaluate information on previous training to identify weakness and areas that need additional training, (i.e., Establishments, Exemplification Process, Funeral Ritual, etc.). The L.O.G.S. prepares, develops, manages and conducts all training programs of the Chapter(s) under the supervision and guidance of the Supreme Board. The L.O.G.S. communicates with the Faithful Navigators to identify areas of need and suggest the best training for ensuring that the Chapter(s) receives the required training. L.O.G.S. will help develop training handbooks and manuals (under the supervision and guidance of the Supreme Board) and implement various training methods such as workshops, meetings and demonstrations.

- Assist Chapter(s) in guiding their activities for optimal success
- Identify opportunities to improve operating policies and/or objectives in conjunction with the Supreme Board
- Ensure that Chapter(s) is operating securely and effectively
- Prepare reports requested by the Supreme Navigator
- Lead and/or participate in Chapter(s) Meeting at the request of the Supreme Navigator or Faithful Navigator of the Chapter(s)
- Well versed in current Supreme General Chapter By-Laws and Roberts Rules of Order
- Inform Chapter(s) of scheduled training sessions
- Recommend training materials and methods
- All of the above must be done with the permission of the Supreme Navigator