

CATHEDRAL OF ST. MARY
CHEYENNE, WY
PARISH COUNCIL GUIDELINES FOR AWARDS COMMITTEE

1. There will be an Awards Committee to recognize outstanding volunteers.
 - a. A member from the council will head the Awards Committee.
 - b. The members of the parish will nominate, quarterly, a volunteer to be recognized for their service. Nominations may also come from the parish council.
 - i. When the announcement is put in the bulletin announcing the volunteer for that quarter, the announcement will include that parishioners may nominated a volunteer
 - ii. There will be a nomination form for the parishioner or parish council member to fill out
 - iii. The nomination form will be available on the website and at the parish office
 - c. The parish council will select the volunteer for each quarter.
 - d. Quarters are defined as

TIME FRAME FOR SELECTION	QUARTER FOR WHICH VOLUNTEER IS ACKNOWLEDGED
October-December	January-March
January-March	April-June
April-June	July-September
July-September	October-December

- e. Recognition will consist of:
 - i. A certificate signed by the Pastor and Chair of the parish council
 - ii. A medal and holy card is to be selected by the pastor for the saint that best represents the recipient in conducting their duties
 - iii. Recognition at a Sunday Mass by the Pastor or his designee
 - iv. The Chair of the parish council and chair of the Awards Committee will be present at the Mass
 - v. Recognition at the annual parish picnic