

## **PAX CHRISTI**

### **GUIDELINES FOR WRITING A DOSSIER AND JUDGING THE AWARD**

#### **HISTORY AND GENERAL PROCEDURE**

In 1950, the late Albert Cardinal Meyer, then Bishop of Superior, encouraged the parish women's societies to unite their groups with the National Council of Catholic Women. The intention was to more actively involve women in the work of the church on a broader scale.

At the time the "Mother of the Year" award was initiated. It was to recognize a woman's outstanding dedication given to this intention. It did, however exclude many worthy women who had no children.

In 1960, Bishop Hammes updated the award to the "Pax Christi Medal" which bears the legend Pax Christi, appearing on his coat of arms. It means Peace of Christ. This award has the wholehearted endorsement of the Bishop of the Superior Diocese.

This award recognizes the devout, hard working Christian women within our parishes. It is a way to honor these deserving women who live their faith as an example for us all.

Nominees may be either lay or religious, single or married women. Each parish nominates one woman for the award annually. In order to recognize more of the many deserving women of our Diocese, a parish is advised to choose a different nominee each year.

The Pax Christi Committee chooses up to five finalists, one from each Deanery. The finalists' dossiers are sent to the Bishop, who selects the winner. The winner is announced at the annual Superior Diocese Council of Catholic Women (SDCCW) Convention.

## PROCEDURE FOR PARISH CCW PAX CHRISTI CHAIR / CONTACT

- Select a nominee
  - She is to be an adult woman within the Diocese of Superior.
  - She may be either lay or religious, single or married.
  - She must be a living, registered member of the parish.
  - Besides her personal qualities, she will have done some "above the ordinary" service in the parish.
  - She has used her talents in a prayerful Christian way for family, church, community, country, and global community.
- Interview nominee
- Write a dossier for the nominee and submit it to the Diocesan Pax Christi Chair
- Honor nominee at the parish level, eg:
  - Flowers and a gift
  - Create a plaque with her name to be displayed in the parish
  - Announce her nomination at Mothers' Day masses

## PROCEDURE FOR DIOCESAN CCW PAX CHRISTI CHAIR

- Copy the following pages:
  - HISTORY AND GENERAL PROCEDURE
  - PROCEDURE FOR PARISH CCW PAX CHRISTI CHAIR / CONTACT
  - GUIDELINES FOR WRITING A DOSSIER
  - NOMINATION FORM and EXAMPLE FORM
  - EXAMPLE DOSSIER
- Send copies to every parish CCW President or Pax Christi Chair in the diocese in winter.
- Coordinate the judging committee.
- Compile the dossiers from each parish in spring.
- Copy the following pages:
  - Each completed NOMINATION FORM
  - Each completed dossier
- Assign a number to each nominee in order to make them anonymous for the judging committee.
- Write the number on each nomination form and dossier.
- Copy the following pages and send to the judging committee members:
  - Each completed dossier, labeled with the nominee number
  - GUIDELINES FOR JUDGING A DOSSIER
  - SCORE SHEET, labeled with the nominee number
- Compile up to five finalists' dossiers, one from each Deanery, and send to the Diocesan CCW President and the Bishop in the spring.
- Invite the finalists to the SDCCW Annual Convention.

## GUIDELINES FOR WRITING A DOSSIER

- The dossier should be typed, two to four pages, one-sided.
- The dossier should be double-spaced, using size 12 font.
- The intention is to give a brief overview of nominee's life, recognizing her meritorious achievements as well as her hardships.
  - Her history, birth to present.
  - Her outstanding qualities.
  - How she uses her God given gifts.
  - Her personal achievements.
- Considerations
  - How do the nominee's deeds reflect a gentle and steadfast spirit?
  - How does her service reflect her love for God and her neighbor?
  - How is she a role model in your parish?
  - How has she risen above hardship and difficulties to perform her works of charity and justice?
- Tell the nominee's story
  - How has she related to her own family, extended family, parish family?
  - How does she show compassion for her community?
  - How is she concerned for youth, seniors, the disadvantaged members of her community?
  - How has she served her church through activities such as Eucharistic Minister, other leadership roles or CCW officer or commissioner in the parish, deanery or diocese?
  - How has she used her time and her talent to address her concern for her community, country and the world?
  - How does she show her Christian spirit in life?
- It is important to keep her identification out of the dossier so judges do not recognize the nominee.
- No name of parish, pastor, town, or place of employment should be included.
- Each Parish CCW Pax Christi Chair or Contact submits its nominee's dossier to the Diocesan Pax Christi Chair.
- Deadline for submission is determined each year by Pax Christi chairperson.

## GUIDELINES FOR JUDGING THE DOSSIERS

### ROUND ROBIN JUDGING

- Pax Christi Chair assigns a number to each nominee in order to make them anonymous for the Judging Committee
- Each Committee member judges the dossiers from one deanery that is not her own (eg: East Deanery Committee Member judges dossiers from Southwest Deanery)
- The highest scoring dossier from each deanery becomes the finalist
- The Committee members return all score sheets to the Pax Christi Chair in the spring, who sends the finalists (up to five) to the Bishop up to one month before the annual convention.

## GUIDELINES FOR SCORING A DOSSIER

### PERSONAL QUALITIES: 40 POINTS

- Do the nominee's deeds reflect a gentle and steadfast spirit?
- Does her service reflect her love for God and her neighbor?
- Is she a role model in the parish?
- Has she risen above hardship and difficulties to perform her works of charity and social and economic justice?

### CHRISTIAN ACTIVITIES: 60 POINTS

- Has she related to her own family, extended family, parish family?
- Does she show compassion for her community?
- Is she concerned for youth, seniors, the disadvantaged members of her community?
- Has she served her church through activities such as Eucharistic Minister, other leadership roles or CCW officer or commissioner in the parish, deanery or diocese?
- Has she used her time and her talent to address her concern for her community, country and the world?
- Does she show her Christian spirit in life?

### SCORING

- Nominees will remain anonymous.
- Score each nominee using the scoresheet.
- The nominee with the highest score will be the finalist for her deanery.
- In case of a tie, score the tied nominees again.

## *NCCW Mission Statement*

*“To support, empower and educate all Catholic women in spirituality, leadership and service”*

### SPIRITUALITY

- Prayer life
  - Adoration
  - Bible Study
  - Rosary
- Mass attendance
- Retreats
- Stations of the cross
- Pro-life work
- Evangelization
- Work on behalf of justice

### LEADERSHIP

- Family
  - Care for children, elderly, divorced, widowed, etc
  - Education – spiritual, physical, emotional
- Church
  - Fundraisers
  - Decorating
  - School helper
  - Food Shelf
- Community
  - Meals on Wheels
  - 4H, Scouts
  - Red Cross

### SERVICE

- Service at mass (lector, sacristan, music, Eucharistic minister, etc)
- Service at funerals
- CCW offices

SCORE SHEET

Nominee	Personal Qualities (0-40)	Christian Service (0-60)	Total
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
etc			

SUPERIOR DIOCESAN COUNCIL OF  
CATHOLIC  WOMEN

**NOMINATION FORM**

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NOMINEE

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ADDRESS CITY STATE ZIP

---

PHONE NUMBER E-MAIL ADDRESS

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PARISH DEANERY

---

NAME OF PARISH CCW PAX CHRISTI CHAIR / CONTACT

---

CONTACT ADDRESS CITY STATE ZIP

---

PHONE NUMBER E-MAIL ADDRESS



SUPERIOR DIOCESAN COUNCIL OF  
 CATHOLIC  WOMEN

Jane Smith  
 NOMINEE

1000 2<sup>nd</sup> St                      Hudson                      WI                      54016  
 ADDRESS                      CITY                      STATE                      ZIP

715-441-1000                      jsmith@gmail.com  
 PHONE NUMBER                      E-MAIL ADDRESS

St. Patrick                      Southwest  
 PARISH                      DEANERY

Deborah Anderson  
 NAME OF PARISH CCW PAX CHRISTI CHAIR / CONTACT

555 Oak St                      Hudson                      WI                      54016  
 CONTACT ADDRESS                      CITY                      STATE                      ZIP

715-441-5000                      danderson@gmail.com

NOMINATION EXAMPLE FORM  
 please print information clearly

## **EXAMPLE DOSSIER**

### **PAX CHRISTI DOSSIER**

This candidate has led a life of quiet service to God and the church. She is remarkable, but doesn't see anything remarkable in the countless hours she has devoted to helping people in need. She humbly shrugs off her work with the needy, the elderly and the bereaved as just doing her part. She sums up her philosophy of service by saying simply, "If someone needs help, I'm going to help them."

### **PERSONAL QUALITIES**

This candidate was born and raised about 20 miles from her current parish. She was the second oldest of five children, and grew up in a Catholic family. She has been married for nearly 48 years and has two adult children and five grandchildren. She has been a member of this parish for 48 years. She had worked for most of her adult life doing office work, taking a few years off to raise her children. Her greatest gift is a willing and steadfast spirit. She works many hours at different ministries within the parish and community, and is happiest when doing something for a person in need. She is a model of humility and generosity, working quietly without seeking thanks or recognition.

### **CHRISTIAN ACTIVITIES**

This candidate's service is characterized by concern for people in need. For the past three years she has chaired one of the groups who prepare funeral meals, calling and scheduling workers for setting up, preparing and serving food, and cleaning up. Her husband of 47 years often helps by setting up tables for funeral meals. Her group serves for approximately one funeral per month. Before taking over as chair, she worked many years serving at funeral lunches.

She is generous with her time serving the needy as well. She has worked at the community food shelf for six years and works at the Monday food giveaway at her parish. She also has worked with a local

charity, packing and distributing items donated by parishioners. She has helped with the mail carriers food drive and worked with a local grocery store's "stuff a truck" food drive. She has also helped with her granddaughter's Girl Scout cookie sale.

Her concern for others extends to the elderly as well. For several years she has paid weekly visits to two local care centers, visiting the elderly. She began by visiting a friend who suffered from Alzheimer's Disease, and ended up befriending so many other residents that she continued visiting every week even after her friend died.

In previous years she served as a Eucharistic minister, but had to give up that ministry because of rheumatoid arthritis; however she says she is able to "just keep plugging away" at all of her other activities.

This candidate exemplifies the love of God and the gentle, willing spirit of Mary in the many ways she serves her parish, and is an inspiring role model for those around her.

## EXAMPLE DOSSIER 2

Our candidate for the Pax Christi Award was born March 27, 1947 in Eau Claire, Wisconsin. She has one sister and one brother. While attending college at Eau Claire, she came to northern Wisconsin to work under a work study program. She returned and attended the University of Wisconsin in Madison, and received a degree in biology. After graduating, she returned to northern Wisconsin, and over the years, has worked at the local newspaper, local factory, and at the post office. She married a Catholic on December 12, 1982, and then decided to enter the RCIA program in 1996 and was confirmed in March of 1997. In the fall of that year, her husband signed her up to teach catechism, and she has been teaching ever since. She demonstrates Christian values in everything she does. She has taught religious education for 17 years and has served as religious coordinator for many of those years. She has helped many family members in the parish prepare for receiving the sacraments. She is currently head of the Safe and Sacred training program. She has put in many hours getting teaching materials and keeping it up to date for the CCW program, many times paying out of her pocket. She also supplies pizzas, treats, and prizes for her classes. When a teacher is unable to show up, she will find a sub and have them take the class to the local nursing home to visit the residents rather than send the children home. She goes out of her way to inform parents what the children are doing in class. These children are very important in her life, being she has none of her own. These are “her” children. Whatever she is doing with the children – whether it is making posters, banners, baking cookies for the Christmas bazaar, collecting food for the food shelf, organizing the Christmas program, driving the youth to a retreat, etc. – she has a

smile on her face and tears in her eyes.

She also finds time to attend retreats and meetings regarding the CCW program. She is a lector, serves on the funeral committees, help with parish fundraiser, and is a member of the Council of Catholic Women. She is an avid reader, and has been President of the local Friends of the Library for 34 years. She has spent a lot of time and effort through fundraisers, donations, drives, and volunteering. They were able to furnish the inside of the new library. She has also been involved with the inception of the Friends of the Library Bell Ringer Run.

Some of the words to describe our candidate are: Christian, dedicated, hard worker, the best, generous and selfless, does good deeds, good friend, true leader, gives much more than anyone knows, and has never sought praises for what she does.

Our candidate was recognized by the committee in being chosen Person of the Year in 2013. We would love to have our candidate recognized for all she has done for the children.