



ITALIAN CATHOLIC FEDERATION

GUIDELINES FOR BISHOP'S DAY

Bishop's Day gives the Italian Catholic Federation the opportunity to honor and thank the Bishop for his support. The Bishop is presented with a Seminary Burse and Spiritual Bouquet from the Branches within the Diocese. The burse is monies collected from the Branches within the District. The Spiritual Bouquet can be prayers, communions, Masses, etc. pledged from each Branch.

The C.C. Grand President or his/her representative presents the Bishop with the Central Council Sir Luigi and Lady Augusta Providenza Seminary Scholarship Fund check. (Where there is more than one Bishop's Day in a Diocese, the presentation of the Providenza Scholarship shall be rotated.)

Confer with the Bishop's secretary to set up a date for the event. Work to accommodate the Bishop's schedule.

The Bishop's Day committee should be organized one year in advance. If your District does not have a fixed date, the Bishop's office must be contacted to arrange a date. (Check with the Host Pastor to be certain the date does not conflict with other parish events.)

In order to assure a smooth and successful day, the following is recommended:

- 1) Select a Host Branch and Chairperson(s). Also, reserve the Church and the hall.
- 2) Mail invitations well in advance (at least 1-1/2 to 2 months) to the C.C. Grand President and all 24 Central Council officers and members, Diocesan Chaplain, District Chaplain, Pastor and Associates (host church). Others to invite might include the Vocations Director, and other dignitaries you deem appropriate. We encourage Districts to invite a seminarian(s) as well. Notices should be sent to all Branches and the Central Council Office informing them of all the details. You may wish to invite C.C. Members Emeritus also.
- 3) Publicity should go out to the Branches in the District, local newspapers, Catholic Paper of the Diocese, church bulletins and the *Bollettino*.
- 4) The Mass should be planned with the Pastor **or liturgical minister**, regarding music and readings. Members should be involved in the liturgy as much as is allowed. The C.C. Grand President and spouse normally are the main gift bearers, as well as the District President and spouse, (and others, if you like.) When selecting a Lector, please choose someone who speaks clearly and articulates well. If possible, include the Federation in the petitions and sing "Noi Vogliam Dio" at the end of the Mass.
- 5) Reserve the front pews for the C.C. Grand President, officers, members and their spouses. Appoint hosts to welcome them and escort them to their pews.

(Seating: Front Pews) C.C. Grand President & spouse, District President & spouse, Host

- President & spouse
- C.C. Grand 1st Vice President, spouse
- C.C. Grand 2nd Vice President, spouse
- C.C. Grand Secretary, spouse
- C.C. Grand Treasurer, spouse
- C.C. Grand Parliamentarian, spouse
- C.C. Grand Trustees, spouses
- C.C. Grand Sgt-at-Arms, spouse
- Other C.C. members and Emeritus members

**6) The Bishop usually concelebrates the Mass, with other clergy that are present.
LUNCH/DINNER GUIDELINES**

- 1) Select a location for the event. **Complimentary tickets** should be given to the Bishop, Diocesan Chaplain, Vocations Director, Seminarian, C.C. Grand President and spouse, and Master of Ceremonies and spouse.
- 2) If possible, provide flowers for the tables. Have someone take pictures of the event. Photos are an excellent way to promote the Federation.
- 3) Appoint someone who will escort the Bishop into dinner, introduce him and provide him with refreshments, if available.
- 4) **Select a Master of Ceremonies who knows the Federation** and speaks clearly. Select District members to present the Spiritual Bouquet and Seminary Burse. They are to be seated at the head table with their spouses.
- 5) Guest speakers are **not** appropriate at a Bishop's banquet. Remarks should be limited.
- 6) Use place cards for the head table, Central Council and guest tables, seating them according to Federation protocol. Confer with your local Central Council member(s) for assistance.
- 7) Seating at the head table should be as follows:

HEAD TABLE

OTHER	OTHER	DIST.	M.C.	C.C.	BISHOP	DIST.	OTHER	OTHER
		CHAPLAIN		GR. PRES.		PRES.		

NOTE: "Others" include spouses, presenters, Branch President, Host Pastor, Chairperson
A head table may have as many as 14 persons.
Ask your C.C. member(s) for additional help.

NOTE: Spouses of speakers/presenters may be seated with their respective spouses or seated among the other guests at the head table, as the committee desires. There is no definite rule.

- 8) Reserve tables for the remaining C.C. members and the individual Branches.
- 9) A typical banquet program would be as follows: **(Note: Please use a microphone).**

BEFORE THE MEAL

Welcome by Chairperson who introduces Master of Ceremonies
M.C. calls on Diocesan Chaplain or Host Pastor for grace.
Lunch/dinner follows.
As dessert is being eaten or at the end of dinner, begin the program.

NOTE: The M.C. needs to be flexible enough to accommodate any changes in the time schedule.

PROGRAM

Introduction of the head table and other dignitaries with their titles.

(Remarks should be made in the following order:)

District President
Host Pastor or Associate
Seminarian
Diocesan Chaplain
Presenters: Spiritual Bouquet
Seminary Burse
C.C. Grand President
Bishop
Remarks by Chairperson (thanks committees and M.C.)
Closing Prayer (I.C.F. Spiritual Director or other priest)
Song (May be a patriotic song)

These guidelines are merely to assist you in planning a Bishop's Day celebration. You may use other options that are fitting to your District and to your area. Keep in mind good taste and the rules stated above. Ask for assistance from the C.C. person(s) in your area.

<p>We have found that, often, Bishops do not have time for an all day affair. We encourage you to try other options. Please confer with your Bishop. Many Bishops seem to like a Mass in the middle of the day, followed by a late lunch/early dinner.</p>
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OTHER SUGGESTIONS:

BRUNCH - Have a morning Mass, with the Bishop as celebrant. Immediately following, honor him at a brunch or breakfast at a restaurant or the church hall.

LUNCH - Have a later Mass and honor the Bishop at a lunch. This could be with the officers only or open it up to the membership.

EVENING MASS - Follow with a dinner or simple reception.

