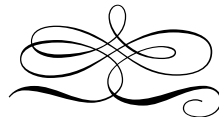


# SANCTUARY SODALITY HANDBOOK

## MAY 2010

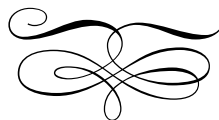


SHRINE OF THE MOST  
BLESSED SACRAMENT

*Sanctuary*  
**SODALITY**

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EST 1910



Shrine of the Most Blessed Sacrament  
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SHRINE OF THE MOST BLESSED SACRAMENT  
SANCTUARY SODALITY HANDBOOK

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WHAT IS SODALITY?  
A GENERAL OVERVIEW

A Sodality is a group that holds similar ideals, who are willing to work together in the services of Christ's Church and the world in every area of life -- family, work, professional, civil, ecclesiastic. Each group is a community in Christ, a cell of His mystical body, with the Holy Eucharist as its center and Mary as its model. The aim of each sodalist is to love Jesus and His Blessed Mother through personal holiness, to love her neighbor through work of Catholic action as lay apostolates, make herself share the responsibility for the welfare of her particular Sodality. While authority is derived from its members as defined by the Bylaws, Elected Officers and the Moderator have the principle responsibility for governing the group. The function of the Officers is to work as a team, in close cooperation and love with the members for the common good of the community.

The main objective of Sanctuary Sodality is to promote a greater glory of Jesus through His Blessed Mother, and to provide a media through which the sodalists may speak collectively for a better understanding and a deeper appreciation of the principles and ideals in religion, education, and civic affairs in the world today. Special concern is given to the development of the spirit of the community and the fostering of unity without destroying diversity. The Sanctuary Sodality assists each individual member to fulfill her personal vocation, to be an outstanding witness to Christ by example and use of energies and talents on behalf of the Church, the community and mankind.

## ORIGINS OF SODALITY

*“Sodality (Roman Catholic Church) - A lay society for religious and charitable purposes.” Dictionary.com*

Around 1563, a young Jesuit priest named John Leunis was teaching a small class in the Jesuit College in Rome. Looking for a way to fill the needs of the Church during a time of persecution, he assembled his prize students around an altar to the Blessed Virgin Mother. The program he sketched out touched the students and they bound themselves in faith, hope, and love of Jesus Christ. As active and devout Catholics, they would be recognized as followers of Christ by their zeal, charity and service. They found in Mary the great inspiration to give themselves to the service of Christ. They loved her for what she was and did for the Lord, and showed her special veneration, placing their group under her loving protection. This was the beginning of the first structured Sodality.

Later in the century (1584) Pope Gregory XIII acknowledged the Sodality in the Roman College, and granted it a list of special indulgences. This Sodality was made the mother Sodality for the world., and was given the title *Prima Primaria*. Sodalities spread quickly throughout the world. Women and girls were finally admitted to the Society in 1751 by Pope Benedict XIV.

Sodality came to North America in 1739 when Clement XII issued a Papal Bull approving the Sodality founded in 1730 at the Ursuline School in New Orleans. Georgetown University was the site of the first Sodality in the newly formed United States of America. It had been established and functioning since shortly after the founding of the college in 1789, although it was not affiliated with Rome until 1833.

Early in the twentieth century, Sodality was used as a basic faith organization for men and women who met separately, both stressing Mass and Communion. While regular meetings were held, they proved insufficient to instill the Common Rule of Sodality, resulting in revision of the Rule in 1910.

Again, the Jesuits were commissioned to begin promulgating the Rule, this time through the instrument of a magazine, *The Queen's Work*. Editor F. Garasche, S.J., fulfilled this purpose for many years and succeeded in bringing about a Diocesan Union of Sodalities. Three still exist: New York, Baltimore and Washington, DC. Father Daniel A. Lord, S.J., succeeded Father Garasche, both as editor of *The Queen's Work* and promoter of Sodality. From 1929 on, the movement flourished under his leadership and maintained a phenomenal growth. From the first National Parish Advisory Board (1929) to the National Diocesan Directors Conference (1954), much credit can be traced to him. “Catholic Action” was the keyword in 1931 when summer schools for Catholic Action

for the training of Sodality leaders was organized. By 1963, 250,000 people had participated in the program.

Due to the rapid growth of Sodalities and the need for unity among Sodalities internationally, other higher governing bodies were established, such as the World Federation of Sodalities, and the National Federation of Sodalities. The second Vatican Council in 1965 heralded significant changes in Sodalities. The Second Vatican Council “Principles” replaced the Common Rule of 1910. At the World Federation of Sodalities in Rome in 1970, it was voted to change the name of Sodality to “Christian Life Communities”. The general principles were spiritual, communal, and mission-centered. The purpose of Christian Life Communities was to foster a deeper spirituality in its members and to integrate this spirituality with everyday life.

The World Federation of Christian Life Communities is based in Rome, and the National office for the United States is located in St. Louis. Groups exist today in states from coast to coast, and internationally are found in 64 countries. In Washington, when the concept of the “Christian Life Communities” was introduced in the early 1970’s, there were many meetings and workshops to explain its direction to the parish Sodalities, and to invite membership. For four years the Sodality Union of the Archdiocese of Washington retained both names in its title. The Executive Council of the Sodality Union voted in 1983 to drop Christian Life Communities. The two factors that contributed to each organization remaining as it was, were the lack of Jesuit support for the Christian Life Communities here, and the decision of the Sodality Union membership to remain Sodality. Parish Sodalities in the Archdiocese are free to join NFCLC if they wish.

Where does the parish Sodality stand today? Sodality has no central organization, since the former World Federation of Sodalities no longer exists. Each Sodality is autonomous. Fortunately, for Sodalities in the Archdiocese of Washington, there is the Sodality Union, a medium by which affiliated parishes can get together to celebrate, to share ideas and concerns, and to give and receive assistance. In 1988 the Sodality Union, too, revised its aims and objectives under two committees:

The Apostolic Life Committee -- seeks to enhance and expand the response of parish Sodalities in areas that challenge and demand involvement as committed Christians – abortion, elderly, homeless, education, legislation, drugs, AIDS, and more.

The Spiritual Life Committee -- seeks to foster growth and depth in the spiritual life of all Sodalists. It fosters programs ranging from enhancing individual and family prayer, to promoting visitation for prayer with others in times of need.

## BLESSED SACRAMENT SANCTUARY SODALITY: A HISTORY

In July 1910, Monsignor Thomas G. Smyth asked two women to care for a little mission church on Chevy Chase Parkway and to prepare its small sanctuary for the celebration of Mass on Sunday morning. With this simple request he began a long and proud tradition which continues today in the organization known as the “Blessed Sacrament Sanctuary Sodality”. For nearly 100 years, there have been committed sodalists readying the Sanctuary for the weekend’s eight Masses, weddings and baptisms. As Mrs. Frances Bogaard, Altar Guild Chair and former Prefect reminds us:

*Like all sodalities, we try to emulate Our Blessed Mother in our daily lives, but unlike others, our mission since 1910 has also been to prepare the church so that all of our parish liturgies may unfold with dignity and with beauty.*

All women of the parish are invited to join the Sanctuary Sodality in this journey of Marian Devotion (see section 7). Newcomers are invited to be a part of this most cherished work and to join the hundreds of parish women who are and have been involved. Following is a description of the sodality’s structure and requirements.

The Sanctuary Sodality is, first and foremost, a society of women dedicated to fostering Marian virtue in daily life. It is comprised of individual Units of women, each with its own distinctive charitable and spiritual focus. *All members are members of the full Sanctuary Sodality.* There are currently 12 active Units and new Units are being formed on an ongoing basis. In accordance with Sodality Bylaws, each Unit may not exceed a membership of 32 active sodalists.

Full and Active Sodality Membership requires attendance at, at least three Unit meetings per year, and *attendance at the Sanctuary Sodality’s Monthly Meetings at least three times a year.* Further, sodalists should be active in the Unit’s chosen charitable work, fulfilling Altar Duty, serving Honor Guard at sodalists’ funerals as necessary, and working with the Sanctuary Sodality at its annual bazaar – the major fundraiser/community-builder. Sanctuary Sodality meetings are usually held on the first Thursday of each month and are hosted by an individual Unit. The meetings rotate among breakfast meetings, beginning with the 8:00 a.m. Mass; luncheon meetings, beginning with the 11:00 am Mass; and two evening dinner meetings, beginning with 5:30 Mass (in October and May). All sodalists are urged to attend both of the evening meetings and Masses.

## THE MIRACULOUS MEDAL AND ITS MEANING

The medal of the Immaculate Conception popularly known as the Miraculous Medal was designed by the Blessed Virgin herself. No wonder, then, that it wins such extraordinary graces for those who wear it and pray for Mary's intercession and help.

Mary, the Mother of God, gave the pattern for the medal to Sister (now Saint) Catherine Laboure on November 27, 1830. The visions occurred in the motherhouse of the Daughters of Charity of Saint Vincent de Paul in Paris. Catherine saw Our Lady standing on a globe with dazzling rays of light streaming from her outstretched hands. Framing the picture were the words, "O Mary, conceived without sin, pray for us who have recourse to you." Have a medal struck upon this model, Mary instructed Catherine. Those who wear it will receive great graces, especially if they wear it around the neck.

With the approval of the archbishop, the first medals were struck in 1832 and were distributed in Paris. Almost immediately the blessings that Mary had promised began to shower down on those who wore her medal.

The devotion spread like wildfire. Marvels of grace and health, peace and prosperity, followed in its wake. Before long, people were calling it the Miraculous Medal. And in 1836, a canonical inquiry undertaken in Paris declared that Catherine's apparitions were genuine.

There is no superstition, nothing of magic, connected with the Miraculous Medal.

No one should consider it strange that God works wonders through the faith and trust symbolized by sincerely wearing a medal. God loves us and works through his Church to bring about salvation. The medal is simply an instrument bringing a person's prayers into focus and submission to God's plan.

### Meaning

The two sides of the medal convey two different messages. The front presents the person of Mary. It shows Mary in the glory of her Immaculate Conception. She stands upon the globe, as the Queen of Heaven and Earth. Her feet crush the serpent, to proclaim that Satan and all his followers are helpless before her. It shows her as intercessor, the rays of light from her hands symbolizing the gifts coming through her intercession to all who ask for them. Etched above the rim is the invocation composed by Mary herself, "O Mary, conceived without sin, pray for us who have recourse to you."

The reverse side shows Mary in relationship to us, the Church. There are no words there because, as Mary said to Sister Catherine, "The M and two the hearts express enough." For they tell us that Mary is not only Queen and intercessor, but also our mother who knows our sorrows and mother of our redeemer. For the love of God's children his heart

wears a crown of thorns and hers is pierced with a sword. We find her with Jesus her Son at the foot of the cross, as shown in the cross intertwined with the letter M.

The twelve stars are a double reminder. They can refer to the apostles, who represent the entire Church as it surrounds Mary. They may also be reminders of the stars in the vision of Saint John, in which “a great sign appeared in heaven, a woman clothed with the sun, and the moon under her feet, and on her head a crown of twelve stars.” In this we can see Mary’s part in our salvation. She brings her children through the sorrows of earth to the bliss of heaven, where in the crown of the Queen they will shine like stars for all eternity.

PRAYERS AND RITES

Memorare

Remember most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help or sought thy intercession was left unaided. Inspired by this confidence, I fly unto thee oh Virgin of virgins, my Mother. To thee do I come before thee I stand, sinful and sorrowful. Oh Mother of the Word Incarnate, despise not my petitions, but in thy gracious Mercy, hear and answer me. Amen.

Hail Holy Queen (Salve Regina)

Hail Holy Queen, Mother of mercy, hail our life our sweetness and our hope. To Thee do we cry poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this vale of tears. Turn then, most gracious advocate thine eyes of mercy toward us and after this our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Amen

Hail Mary

Hail Mary. Full of grace, the Lord is with thee; Blessed art thou amongst women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now, and at the hour of our death. Amen

## Rite of Induction

(To be read at May Induction Ceremony 5:30 pm Mass for all New Sodalists)

Priest: You have made a commitment to seek a way of life which will help you grow in personal holiness and further define your life, in all of its dimensions within the Catholic faith. By this commitment, you share with your parish sisters, a community, a common way of life, a deep concern for others and a lifelong love for our Blessed Mother. You make this dedication to the Sanctuary Sodality of the Shrine of the Most Blessed Sacrament, in the name of Jesus Christ, our Lord and Redeemer. Amen.

All Sodalists please recite the following:

Sodalists: I, \_\_\_\_\_, promise to model all my actions, both public and private, for the glory of God and to honor the Blessed Virgin Mary. I promise to attend Mass every Sunday and Holy Day, and to receive the most Holy Eucharist, to pray daily, particularly the rosary and to make frequent visits to Our Lord truly present in the Blessed Sacrament. In addition, I pledge to do all I can to support the mission of the Sanctuary Sodality of the Shrine of the Most Blessed Sacrament.

Priest: It is my pleasure to receive you into the Sanctuary Sodality of the Shrine of the Most Blessed Sacrament and to acknowledge the renewal of your commitment to Our Lady. May you be ever faithful to one another and diligent in your pursuit of Marian ideals.

*Priest blesses and presents Miraculous Medals to each sodality inductee.*

The Little Office of the Blessed Virgin Mary  
(to be read at the conclusion of each Sodality Mass)

All: Open our mouths, O Lord, to bless your holy name; cleanse our hearts from all vain, bad and distracting thoughts; enlighten our understanding; inflame our will that we may worthily, attentively and devoutly recite this office and deserve to be heard in the presence of your divine majesty. Through Christ, Our Lord, Amen

O Lord, we offer this Office to You in union with that divine intention with which you yourself, while on earth did render praises to God.

St. Joseph Side: Come, O my voice and let us raise

Blessed Mother Side: To heaven's bright Queen a song of praise

St. Joseph Side: Propitious thought, O Mother, send us

Blessed Mother Side: And from the dreadful foe defend us

St. Joseph Side: Glory be to the Father and to the Son and to the Holy Spirit,

Blessed Mother Side: As it was in the beginning, is now and ever shall be, world without end. Amen

All: Hail, Mistress of Earth, hail heavenly Queen;  
Hail, Virgin of Virgins, all chaste and serene.  
Bright star of the morning, the light of whose face  
Reflects his bright radiance, who filled you with grace.  
O sovereign of angels, come quickly we pray,  
And drive every ill that besets us away.  
You from eternity God did ordain,  
Over his household as mistress to reign;  
You he predestined the mother to be  
Of Him who created earth, heaven and sea;  
You he selected the spouse of his heart,  
Because in our sin, you never had part.

St. Joseph Side: God selected and prepared her,  
As a perfect dwelling for His Own Son.

Let Us Pray

All: O Holy Mary, Mother of Our Lord Jesus Christ, queen of heaven and mistress of the world, who never forsakes nor despises anyone, look upon us with an eye of pity and beg of your beloved Son, the pardon of all our sins, that we who now devoutly celebrate your Immaculate Conception may receive the reward of eternal joy, through the mercy of Jesus Christ Our Lord, whom you, pure Virgin, did

bring into the world and who, with the Father and the Holy Spirit in perfect Trinity lives and reigns, one God, world without end. Amen.

St. Joseph Side: O Mother, turn a mother's ear

Blessed Mother Side: And kindly our petitions hear

St Joseph Side: Blessed be the Lord

Blessed Mother Side: Thanks be to God

St Joseph Side: May the souls of the faithful departed, through the mercy of God rest in peace

Blessed Mother Side: Amen.

#### An Act of Consecration

All: Most Holy Virgin Mary, Mother of God, I, although most unworthy, yet moved by the sincerest love and impelled by the desire of serving you, do this day choose you in the presence of my guardian angel and the whole heavenly court for my Queen, my Advocate and my Mother; and I firmly resolve henceforth faithfully to serve you and to do all in my power to increase the number of your servants. I therefore pray and beseech you, O most affectionate Mother, through the blood of Jesus Christ, shed for my sake, to guard and protect me and to receive me as your servant forever. Assist me in all my undertakings, and obtain for me that I may so regulate my thoughts, words and actions as never to displease either you or your most Holy Son. Remember me, O dearest Mother and forsake me not at the hour of my death. Amen.

## THE ROSARY

### How to Pray the Rosary

The Rosary is a devotion to the Incarnation of Our Lord and to His Blessed Mother. It is composed of fifteen decades, each decade consisting of the Our Father, ten Hail Marys, and the Glory Be to the Father, and each being recited in honor of some mystery in the life of Our Lord and of His Blessed Mother. During each decade sodalists should call to mind the mystery that the decade is intended to honor, and pray to learn to practice the virtue specially taught by that mystery.

Begin the Rosary by:

1. Making the Sign of the Cross and saying the Apostles' Creed.
2. Next, say the Our Father.
3. Then, say three Hail Marys.
4. Next, say the Glory Be and then, if you wish, say the Fatima Prayer.
5. Then, announce the First Mystery, and say the Our Father.
6. Next, say ten Hail Marys while meditating on the Mystery.
7. Then, say the Glory Be followed, if you wish, by the Fatima Prayer.
8. Next, announce the Second Mystery, and say the Our Father. Repeat 6 and 7 and continue with Third, Fourth and Fifth Mysteries in the same manner.
9. Finally, say the Hail Holy Queen and the Let Us Pray.

### The Sign of the Cross

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

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### The Apostles' Creed

I believe in God, the Father, Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified; died, and was buried. He descended into hell; the third day He arose again from the dead; He ascended into heaven, sits at the right hand of God the Father Almighty; from there He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

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### The Our Father

Our Father, who art in heaven, hallowed be Thy name: Thy kingdom come: Thy will be done on earth as it is in heaven. Give us this day our daily bread: and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation: but deliver us from evil. Amen.

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## The Hail Mary

Hail Mary, full of grace; the Lord is with thee: blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

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## Glory Be to the Father

Glory be to the Father, and to the Son, and to the Holy Spirit; as it was in the beginning, is now, and ever shall be, world without end. Amen.

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## The Mysteries

### The Five Joyful Mysteries

(Mondays & Saturdays; Sundays of Advent and after Epiphany until Lent)

- The Annunciation. The Angel Gabriel appears to Mary, announcing She is to be the Mother of God.
  - The Visitation. Elizabeth greets Mary: "Blessed art Thou among women and blessed is the fruit of Thy womb!"
  - The Nativity. The Virgin Mary gives birth to the Redeemer of the World.
  - The Presentation. The Blessed Mother presents the Child Jesus in the Temple.
  - The Finding in the Temple. The Blessed Mother finds Jesus in the Temple.
- 

### The Five Sorrowful Mysteries

(Tuesdays & Friday; Sundays in Lent)

- The Agony in the Garden. At Gethsemane Jesus prays as He contemplates the sins of the World.
- The Scourging at the Pillar. Jesus is cruelly scourged until His mortified body could bear no more.
- The Crowning with Thorns. A crown of thorns is placed on the head of Jesus.
- The Carrying of the Cross. Jesus carries the heavy cross upon His shoulders to Calvary.
- The Crucifixion. Jesus is nailed to the Cross and dies after three hours of Agony.

## Lenten Intention for the Sorrowful Mysteries

For all those who are suffering:

Suffering persecution for their love of Jesus,

Suffering from depression,

Suffering from pain if illness,

Suffering from the effects of war,

Suffering for want of love and acceptance,

Suffering because they have lost their job,

May they unite their pains and suffering with that of Jesus' and find comfort, strength and peace in His arms of love.

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The Five Glorious Mysteries  
(Wednesdays & Sundays after Easter until Advent)

- The Resurrection. Jesus rises glorious and immortal, three days after His death.
- The Ascension. Jesus ascends into Heaven forty days after His Resurrection.
- The Coming of the Holy Spirit on the Apostles. The Holy Spirit descends upon Mary and the Apostles.
- The Assumption of the Blessed Virgin. The Blessed Mother is united with her Divine Son in heaven.
- The Coronation of the Blessed Virgin. Mary is Gloriously crowned Queen of Heaven and earth

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The Five Luminous Mysteries  
(Thursdays)

- The Baptism of Christ in the Jordan River.
- Christ's Self-Manifestation at the Wedding Feast at Cana.
- Christ's Proclamation of the Kingdom of God with His Call to Conversion
- Christ's Transfiguration .
- Christ's Institution of the Eucharist.

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Fatima Prayer

O my Jesus, forgive our sins; save us from the fires of hell. Lead all souls to Heaven, especially those who are in most need of Thy mercy. Amen.

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The Hail, Holy Queen

Hail, holy Queen, Mother of Mercy! our life, our sweetness, and our hope! To thee do we cry, poor banished children of Eve; to thee do we send up our sighs, mourning and weeping in this valley, of tears. Turn, then, most gracious Advocate, thine eyes of mercy toward us; and after this our exile show unto us the blessed fruit of thy womb, Jesus; O clement, O loving, O sweet Virgin Mary. V. Pray for us, O holy Mother of God. R. That we may be made worthy of the promises of Christ.

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Let Us Pray

O God, whose only begotten Son, by His life, death, and resurrection has purchased for us the rewards of eternal life, grant, we beseech Thee, that meditating upon these mysteries in the most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain, and obtain what they promise: through the same Christ our Lord. Amen.

SANCTUARY SODALITY BYLAWS (as of 3/08)

**ARTICLE I**            NAME

This organization shall be known as the  
Sanctuary Sodality of the Shrine of the Most Blessed Sacrament.

**ARTICLE II**            OBJECT

The object of the Sanctuary Sodality is to glorify God by inculcating in the lives of its members the virtues that adorned the life of the Blessed Virgin Mary.

**ARTICLE III**            SPIRITUAL BENEFITS

- Sec. 1.            The special protection of the Mother of Christ.
- Sec. 2.            Three Masses will be offered for all recently deceased members.

**ARTICLE IV**            SPIRITUAL DUTIES

- Sec. 1.            Every Sodalist is expected to exercise a fervent personal apostolate, orienting all her works in the service of humanity to the praise and service of Jesus through Mary.
- Sec. 2.            Every Sodalist is to receive Holy Communion once a month in honor of the Blessed Mother, preferably at monthly sodality Masses with her fellow sodalists.

**ARTICLE V**            MEMBERSHIP

- Sec. 1.            Any Catholic woman in, or associated with, the parish, who is willing to support the spiritual and corporal works of the Sanctuary Sodality, shall be eligible for membership. Any non-Catholic sodalist, or aspiring sodalist should be willing to work toward increased Marian devotion and openness to conversion.
- Sec. 2.            Membership shall comprise active and associate:
  - a.            ACTIVE MEMBERS shall be those women who are striving to adhere to the spiritual ideals of the Sanctuary Sodality and who are members of a Unit, participating in its activities. Duties include: bazaar participation, Altar Duty, funeral honor guard, and involvement in her Unit's chosen charity.

- b. INACTIVE/SENIOR STATUS shall be those women who are striving to adhere to the spiritual ideals of the Sanctuary Sodality, but are unable to take an active part in the work of the Units.
- c. New members shall be received into the Sanctuary Sodality in October or May, insofar as practicable.

**ARTICLE VI**      OFFICERS

The Pastor of the Shrine of the Most Blessed Sacrament shall appoint from among the priests, the Moderator.

- Sec. 1. The officers of the Sanctuary Sodality shall be:  
Prefect, Vice-Prefect, Corresponding Secretary, Recording Secretary and Treasurer.
- Sec. 2. The officers shall be elected at the April meeting and take office at installations at the May meeting.
- Sec. 3. All elected officers shall serve for a period of two years. No officer shall be elected to succeed herself in the same office.
- Sec. 4. All Catholic members of the Sanctuary Sodality shall be eligible to hold the office of Prefect or Vice-Prefect.
- Sec. 5. A vacancy in the office of the Prefect shall be filled by the Vice-Prefect. A vacancy in any other office shall be filled for the unexpired term by the Prefect, with approval of the Moderator and the Executive Committee.
- Sec. 6. Executive Committee shall consist of the officers and the President of each Unit.

**ARTICLE VII**      DUTIES OF THE OFFICERS

- Sec. 1. The Prefect shall preside at meetings of the Sanctuary Sodality, and of the Executive Committee; shall be *ex officio* member of all Committees, and shall perform such other duties as may devolve from her office. The Prefect shall appoint Chairmen of Standing and Special Committees. The Prefect shall represent the Sodality at the Parish Council or shall designate an alternate.
- Sec. 2. The Vice-Prefect shall assume the duties of the Prefect in her absence; she shall schedule and maintain an accurate calendar of events of the Sanctuary Sodality and perform such other duties delegated by the Prefect.

- Sec. 3. The Recording Secretary shall keep a record of the proceedings of the Sanctuary Sodality meetings and of the Executive Committee meetings, and shall have charge of all papers pertaining to her office.
- Sec. 4. The Corresponding Secretary shall notify members of the Executive Committee of the date and location of meetings; compile and maintain a list of the current Group Officers; collect from the groups lists of members and disperse to the appropriate officers.
- Sec. 5. a. The Treasurer shall collect all monies, dues or donations and deposit same in the bank authorized by the Moderator; shall keep an itemized account of all receipts and expenditures; pay all bills approved by the Prefect; read a report at each meeting of the Sanctuary Sodality finances, and a final report at the October meeting.
- b. The Treasurer shall collect dues of each Unit.

#### **ARTICLE VIII**      EXECUTIVE COMMITTEE

- Sec. 1. The Executive Committee shall be composed of the officers, chairmen of standing committees and Unit presidents.
- Sec. 2. It shall be the duty of the Executive Committee to direct and correlate the general activities of the Sanctuary Sodality and the Units, with the approval of the Moderator, and to bring before the Sanctuary Sodality from time to time such matters as may require attention.

#### **ARTICLE IX**      MEETINGS

- Sec. 1. The regular meetings of the Sanctuary Sodality shall be held on the first Thursday of each month from October to May, inclusive; insofar as practicable.
- Sec. 2. Regular meetings of the Executive Committee shall be called in September and January, by the Moderator or Prefect by notifying all members.
- Sec. 3. Special meetings of the Executive Committee shall be called by the Moderator or by the Prefect.

#### **ARTICLE X**      DUES

- Sec. 1. Dues of Active and General members shall be ten dollars (\$10.00) per year, payable in October.
- Sec. 2. Dues of Inactive Members shall be five dollars (\$5.00) per year, payable in October.

- Sec. 3. Dues shall be sent directly to the Treasurer.
- Sec. 4. No Sodalist shall be dropped because of non-payment of dues.

## **ARTICLE XI**      UNITS

- Sec. 1. The work of the Sanctuary Sodality shall be conducted through Units composed of at least twelve active members and not more than thirty-two active members, insofar as practicable.
- Sec. 2. Each Unit shall elect its own officers: President, Vice President, Secretary and Treasurer at the May meeting for a term of two years, insofar as practicable.
- Sec. 3. No officer shall remain in the same office more than one term. Requests for exceptions to this rule should be made in writing to the Executive Committee. Names of officers shall be forwarded to the Prefect each September.
- Sec. 4. The three main duties of every sodalist are: Altar Duty, bazaar and funeral honor guard.
- Sec. 5. Each Unit shall have a regular volunteer commitment from its members, either in the parish or in the community.
- Sec. 6. Each group shall hold eight regularly scheduled meetings a year, October through May, insofar as practicable.
- Sec. 7. No meeting shall be cancelled or postponed because of inability of the President to be present; in her absence the Vice President shall preside at the regularly scheduled meeting.
- Sec. 8. All dues and proceeds from activities shall be deposited with the Treasurer of the Sanctuary Sodality within 10 days after the money has been received. Date, amount, name of Unit and President shall be attached to each deposit.
- Sec. 9. The fiscal year of the Sanctuary Sodality shall end June 30.
- Sec. 10. The Units shall select a name from the Litany, Titles, or some event in the life of the Blessed Virgin. All names of the Units shall be approved by the Moderator and the Prefect. Newly forming Units are encouraged to carry on a legacy by choosing a name from Units no longer populated (please refer to section 7).
- Sec. 11. Each Unit shall function according to the Bylaws of the Sanctuary Sodality.
- Sec. 12. Units shall be encouraged to welcome additional members wherever possible.

**ARTICLE XII**      DUTIES OF UNIT PRESIDENTS

- Sec. 1.            Only Active members of the Sanctuary Sodality shall be eligible for office in the Units.
- Sec. 2.            It shall be the duty of the Unit President:
- a.            To preside at all meetings of her Unit.
  - b.            To attend Executive Board Meetings or send an alternate.
  - c.            To attend monthly Mass and luncheon meetings of the Sanctuary Sodality or send an alternate.
  - d.            To appoint members for Altar Duty.
  - e.            To coordinate luncheon/dinner hosting duties for her Unit's appointed month.
  - f.            To communicate roster additions and changes to Prefect as needed and to keep computer database up-to-date.
  - g.            To ensure full volunteer support for the bazaar, Altar Duty, funeral honor guard and all sodality endeavors.
  - h.            To encourage Unit members to remain active by attending Masses, luncheons, dinners and other General Sodality functions.
  - i.            At the expiration of her term of office, she shall furnish her successor with a manual of duties with complete instructions.

**ARTICLE XIII**      COMMITTEES

- Sec. 1.            There may be *ad hoc* Committees as needed and formed by the Prefect.

**ARTICLE XIV**      DUTIES OF COMMITTEES

- Sec. 1.            Active and General members of the Sanctuary Sodality shall be eligible to serve on Committees.
- Sec. 2.            Each Committee shall comprise: A Chairman and at least two other members.

**ARTICLE XV**      ELECTIONS

- Sec. 1.            At the April meeting of the Sanctuary Sodality election of officers shall be held. The election shall be by ballot, unless there is only one candidate for each office. In the latter situation, the Recording

Secretary may be instructed to cast a single ballot electing the slate as presented. Nominations may be made from the floor provided the persons nominated have consented and have been approved by the Moderator.

**ARTICLE XVI**      QUORUM

A majority of representation from active Units present and voting shall constitute a quorum. Prefect will call quorum.

**ARTICLE XVII**      PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the parliamentary authority in all cases not in conflict with these Bylaws.

**ARTICLE XVIII**      AMENDMENTS

These Bylaws may be amended by the Prefect appointing three Active Members of the Sanctuary Sodality, who after careful study, shall submit to the Executive Committee the proposed revisions. After a majority vote of the Executive Committee, and the approval of the Moderator, the revised Amendments shall be submitted to the Sanctuary Sodality for adoption at a regular meeting.

*Constitution and Bylaws adopted May 3, 1961*  
*Constitution and Bylaws revised October 2, 1963*  
*Changes to Bylaws only revised February 7, 1968*  
*Bylaws only revised March 3, 1976*  
*Bylaws only revised April 5, 1989*  
*Bylaws only revised March 31, 2008*

## RESPONSIBILITIES OF SANCTUARY SODALITY OFFICERS\*

The officers of a Parish Sodality shall be the Prefect, Vice-Prefect, Corresponding Secretary, Recording Secretary and Treasurer. They are elected by the membership for a term of two years at the monthly meeting in May of the election year.

### Prefect

She shall preside at all meetings of the General Sodality and the Executive Committee and preserve order according to parliamentary procedure.

She shall be an *ex-officio* member of all committees of the General Sodality except the Nominating Committee.

She shall approve the disbursement of all Sanctuary Sodality funds.

She shall represent her Parish Sodality in the Archdiocese and in community groups as may be appropriate.

She shall direct the work of the Sanctuary Sodality with the aid of the other Officers and Committee Chairmen.

She shall keep her Vice-Prefect fully informed on all matters of the Sanctuary Sodality.

She shall present a complete written report of her work in office at the Annual Meeting and, at her discretion, render an oral report.

She shall be an *ex officio member* of the Parish Council and attend its monthly meetings.

She shall deliver to the incoming Prefect all pertinent files within ten (10) days from date of installation.

She shall help recruit incoming Officers to the greatest extent possible, and recruit bazaar chairs before leaving office.

### Vice-Prefect

She shall preside at all meetings and assume the duties of the Prefect in her absence.

She shall assume the office of Prefect for the unexpired term of the Prefect upon resignation, removal, or death of that Executive Officer.

She shall assist in all ways and shall perform other duties as may be assigned to her by the Prefect or Executive Committee.

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\* See also Sanctuary Sodality Bylaws Arts. VI, VII, XI, and XII.

She shall familiarize herself with the programs and objectives of the Sanctuary Sodality and with the responsibilities of the Prefect.

She shall assume the position of Prefect at the end of her term.

#### Recording Secretary

She shall record and present for approval, all meeting minutes of the Executive Committee and monthly Sanctuary Sodality meetings.

She shall furnish copies of meeting minutes to the Moderator, Prefect, Vice-Prefect, and each Unit Chair, to be shared with all Unit members.

She shall perform such other communications duties as may be assigned to her by the Prefect and the Executive Committee.

She shall deliver to the incoming Recording Secretary all pertinent files and records within thirty (30) days of the date of installation.

#### Corresponding Secretary

She shall be responsible for all incoming and outgoing correspondence, including monthly Parish Bulletin announcements, items for the Parish Newsletter and Parish website.

#### Treasurer

She shall be responsible for the collection, safekeeping and disbursement of Parish Sodality funds.

She shall disburse funds only upon receipt of original bills, and after proper approval by the Prefect.

She shall sign checks for the Sanctuary Sodality.

She shall obtain a co-signature from the Pastor on checks for amounts greater than \$500.

She shall present a financial report at each monthly meeting of the Sanctuary Sodality.

She shall notify members of the Sanctuary Sodality regarding annual membership dues

She shall present the financial records of the Sanctuary Sodality for audit at the direction of the Prefect or Moderator.

She shall deliver to the incoming Treasurer all pertinent files within thirty (30) days from date of installation, at which point all books shall be balanced and closed for the year.

## Installation of Officers

### The Sanctuary Sodality The Shrine of the Most Blessed Sacrament [Insert Date of Installation]

Priest: In virtue of the powers conferred on me as Moderator of the Sanctuary Sodality, I hereby proclaim that the following officers, duly elected, shall take office from this day and shall have the duties and powers usually given to such officers and as specified in our Sodality Constitution.

WILL THE FOLLOWING NEW OFFICERS PLEASE COME FORWARD:

\_\_\_\_\_ Prefect; \_\_\_\_\_ Vice Prefect;  
\_\_\_\_\_ Recording Secretary; \_\_\_\_\_  
Corresponding Secretary

Moderator: Do you promise to abide by the spirit and rules of Our Lady's Sodality?

Officers: We promise.

Priest: Do you pledge that only a serious reason will keep you from regular attendance at Sodality functions and performance of your official duties?

Officers: We pledge our loyalty.

Priest: Will you strive earnestly to further your own spiritual good and to advance the projects which contribute to the good of your neighbor and the defense of Christ's Church?

Officers: We will. And we seek always the help of Our Mother Mary.

Priest: Will the following retiring Officers please join our new Officers:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

INSTALLATION OF \_\_\_\_\_ AS PREFECT

*The retiring Prefect extends the gavel to the new Prefect*

Retiring Prefect: With sincere goodwill I give you \_\_\_\_\_, this symbol of the office of Prefect of the Sodality. I pray that Our Divine Lord will guide you always and, that in imitation of Mary, you will draw closer to Christ and lead our fellow sodalists to His Sacred Heart. You may rely on me to cooperate and to support you to the best of my ability.

New Prefect: *(accepting the gavel)*

I, \_\_\_\_\_, humbly accept this symbol of my new office and solemnly promise Our Lady and her Divine Son that I shall fulfill my duties to the best of my ability. I shall live up to the spirit and rules of this Sodality of Our Lady and will work earnestly to promote the aims and purposes of our society in accord with the wishes of our Moderator and the will of the Sodalists.

INSTALLATION OF \_\_\_\_\_ AS VICE-PREFECT

*The retiring Vice-Prefect \_\_\_\_\_ hands the Bylaws to the incoming Vice-Prefect, \_\_\_\_\_, saying:*

The Office of Vice-Prefect offers a splendid opportunity to work closely with the Prefect in fulfilling the aims of the Sanctuary Sodality. May you study and use the Bylaws to help you know more clearly the ideals and goals of our Sodality, and support our new Prefect for the advancement of Christian Charity through Mary.

\_\_\_\_\_, *accepting the Bylaws from \_\_\_\_\_,*  
*saying:*

I, \_\_\_\_\_, accept this document and promise in all humility to do my best to work with the Prefect, to intensify our spiritual life, and to help in the sanctifications of our neighbor, defending the Church of Christ always. With Our Lady's help, my aim will be to conform to the Archdiocesan Sodality Motto: "To Christ, Through Mary".

INSTALLATION OF \_\_\_\_\_ AS RECORDING SECRETARY

Retiring Recording Secretary, \_\_\_\_\_:

The Office of Recording Secretary has special significance in that it represents the voice of every member of our Sodality as she seeks to further our mission during the year. I pray that you shall try earnestly to record all business at each meeting and to mail each month's minutes in a timely fashion, in the name of Mary, Our Mother.

New Recording Secretary, \_\_\_\_\_:

In fulfillment of my Office of Recording Secretary I shall try earnestly to record accurately the discussions and decisions of our Sodality at our Executive and General Meetings and to be most punctual in publicizing the Minutes each month. I promise in the name of Mary, Our Mother, to fulfill my duties as far as I am able.

INSTALLATION OF \_\_\_\_\_ AS CORRESPONDING SECRETARY

Retiring Corresponding Secretary, \_\_\_\_\_:

The office of Corresponding Secretary has special significance, in that our correspondence bespeaks our Sodality ideals and practices. We represent the loyal companions of Our Lady, members of our Sodality. I pray that you will correspond in the name of Mary, Our Mother, with the same clarity, kindness and directness with which she would address the

New Corresponding Secretary \_\_\_\_\_:

In fulfillment of my Office of Corresponding Secretary, I shall try earnestly to use the same discretion and understanding that Our Lady would use in writing to others and shall fulfill my duties punctually, as far as I am able.

***After the Corresponding Secretary is installed, all Officers will recite the following:***

Most Blessed Virgin, Mother of God and Queen of our Sanctuary Sodality, we, the Officers, most faithfully resolve to be worthy of the trust which has been placed in us. We will endeavor to be loyal Sodalists and to encourage the support of our fellow members. Bound by a special loyalty and honor, we will promote the good of this Sodality that it may be worthy of your great name.

Guide us, dear Mother, and obtain for us the grace to fulfill in our works the purposes of our society, which are:

Personal sanctification; sanctification of those whose lives we touch, and defense of our holy faith, for the glory of your name and that of your Most Holy Son. Amen.

SANCTUARY SODALITY UNITS

Sanctuary Sodality Units

(as of 5/10)

Active

Angelus  
Holy Rosary  
Magnificat  
Mother of Grace  
Mystical Rose  
Our Lady of Hope  
Purification  
Queen of Angels  
Queen of Peace  
Sacred Heart of Mary  
Sancta Maria  
Star of the Sea

Inactive

Annunciation  
Ave Maria  
Memorare  
Morning Star  
Miraculous Medal  
Queen of Saints

Past\*

Holy Mary  
Immaculate Conception  
Immaculate Mary  
Miraculous Medal  
Our Lady of Fatima  
Queen of Saints  
Stella Maris

*\* In honor of the Blessed Mother and the many Blessed Sacrament women who have devoted themselves to past Units, newly forming Units are encouraged to lovingly carry on the legacy of these past Units by selecting one of the above names.*

## Assessing Expectations When Forming a Unit

A Sodality Unit is formed when women with a spiritual devotion to the Blessed Mother, who may have other common interests, come together to share in their Marian journey as part of the Sanctuary Sodality. It is hoped that Units remain together as their individual members grow more deeply aware of God's loving purpose. The support sodalists bestow on one another as they navigate daily life is one of the main reasons many cite for remaining committed. Listed below are some of the questions to be considered before forming a new sodality unit:

1. Is spiritual growth one of your primary objectives?
2. Do you prefer a Unit of a similar age group?
3. Should your Unit share similar lifestyles, and/or similarly aged children?
4. What are your charitable interests? What could your Unit offer to those in need?
5. Do you see yourself growing in your commitment to the Blessed Mother?

Please share these questions with others, and use the space below to jot down your thoughts and needs as they pertain to the formation of a Sodality Unit.

We hope that you will consider joining us as we support, nurture and experience our Marian journey. Please refer to the leadership roster in the Appendix for contact information.

*Blessed Sacrament Sanctuary Sodality*

## Conducting a Unit Meeting

Those who take the time to attend a meeting expect it to be well-conducted, informative and productive. In order to ensure that this is accomplished, the presiding officer must have a basic understanding of Robert's Rules of Order, and of the principle that "rights must be respected – rights of the majority, of the minority, of the individual members, of absentees and the rights of all these together".

In order to conduct an effective Unit meeting, an Agenda, an outline of the items to be considered should be prepared in advance by the President. It ensures an orderly presentation of the business to be conducted and approximates the time required for the meeting.

It is traditional, but certainly not required, to serve light snacks and beverages at Sodality Unit meetings.

### Sample Agenda for Unit Meetings

<u>Meeting is Called to Order</u>	First item on the Agenda is the announcement by the President or Presiding Officer that the meeting is called to order.
<u>Opening Prayer</u>	The Presiding Officer leads the group in prayer.
<u>Intentions Book</u>	A book of intentions is passed around the room, in which sodalists may note their prayerful petitions. These will be shared with the group before closing prayer.
<u>Welcome/Thanks</u>	The President welcomes all who are attending and may introduce guests, and thanks the hostess at this time.
<u>Previous Minutes</u>	The President requests the Secretary to read the minutes of the last regular Unit meeting. At the conclusion she asks for corrections. The minutes either stand "approved as read" or "approved as corrected". Approval is by general consent.
<u>Sanctuary Sodality Minutes</u>	Minutes from the previous month's meeting of the Sanctuary Sodality are to be read and discussed as necessary.
<u>Treasurer's Report</u>	The President requests the Treasurer to read report. After the report she asks if there are questions.
<u>Correspondence</u>	The Secretary is requested to read any/all correspondence.
<u>Committee Reports</u>	President calls only on those who have prepared a report (having checked with them prior to the meeting).

<u>Unfinished Business</u>	This includes activities, policies and procedures that have been discussed at previous meetings and upon which further action or discussion is required.
<u>New Business</u>	Ideas for new projects or activities are presented. If they have been assigned to the Chairmen, the President introduces them, otherwise the President explains the project.
<u>Announcements</u>	Important information pertinent to the sodality is read.
<u>Adjournment</u>	President announces, “if there is no further business, the meeting stands adjourned
<u>Reading of Intentions</u>	Prayerful intentions are read to the group.
<u>Closing Prayer</u>	President or Presiding Officer reads the month’s intentions and leads the group in prayer.

### Unit Charitable Distributions

Every year a significant contribution is made to the chosen charity of each Sodality Unit. Contribution amounts are determined by the amount of money raised by various Units throughout the year. A chosen charity must be a 501(3c) which does not offer services or subscribe to opinions contrary to Catholic teaching. The amount of the contribution to a designated charity is determined on the financial success of the annual bazaar, and amounts donated to Shrine of the Most Blessed Sacrament, which are to take priority over outside charities, as per the primary mission of the Sanctuary Sodality. In recent years, funds donated to the Church by the Sanctuary Sodality have paid for such projects as the purchase of new vestments and funeral palls, the refurbishing of the Fatima Statues at the side of the church and Our Lady of Providence in front of the rectory, the renovation of the priests’ sacristy and contributions to the Blessed Sacrament School Capital Campaign.

RESPONSIBILITIES AND GUIDELINES FOR EVERY SODALIST

1. Read and understand the Bylaws of the Sanctuary Sodality
2. Attend as many Unit meetings as possible, but no fewer than three per year
3. Attend monthly Sanctuary Sodality Mass, followed by lunch, and/or dinner as often as possible
4. Fully support your Unit's chosen charity or work
5. Support the Sanctuary Sodality Annual Bazaar in the weeks leading up to, and including the day of the bazaar
6. Keep an open mind and heart to leadership positions in your Sodality Unit and in Sanctuary Sodality
7. Offer love, support and prayer to fellow sodalists across all Units
8. Participate regularly in Funeral Honor Guards (in either presence or prayer), and Altar Duty (cleaning)
9. Keep Unit President up to date on address, telephone and/or e-mail changes
10. Pay annual Sanctuary Sodality dues of \$10 for Active Membership or \$5 for Inactive Membership, plus any additional dues assessed by her Unit. Dues are to be paid by sodalists to their Unit treasurer each October, whereupon the Unit treasurer will make a single lump sum dues payment to the Sanctuary Sodality Treasurer on behalf of the entire Unit.
11. Women who are no longer able to participate in the life of the Unit as fully as possible, but who wish to remain a part of the Unit's spiritual life, may do so by changing their membership status from Active to Inactive.

## Altar Duty

*Every Thursday after 8:00 am Mass, unless times change due to funeral or Church Holy Days – Christmas, Easter, Holy Week*

Sodalists should refer to the Altar Duty schedule to determine the annual assignments of each individual Unit. The Sanctuary Sodality Prefect has this information, and it will be announced at monthly Sanctuary Sodality luncheons. The schedule is posted in the sacristy. Please check the schedule before your Unit's assigned month, and be sure that sodalists are reminded by phone or email a few days before their appointed day.

Each Unit should appoint one contact person to be responsible for the altar duty assignment schedule.

Each Unit's designated contact person should schedule at least two sodalists and one substitute for the time of duty, and should always plan to have a substitute in case of an unexpected change in plans – sickness, business travel, etc.

Sodalists are expected to enter the work sacristy (to the left of the altar) at the conclusion of 8:00 am Mass. A member of the Altar Guild will meet workers and inform them of any special tasks for the day.

Heavy duty cleaning of the pews, floors, etc., will be performed by church staff. Sodalists' work normally takes 45 minutes if there are three workers and a director present. Duties include: dusting of the altar, side altars, tabernacle altar, choir stalls, lectern, top of the organ, priests' sacristy, cleaning and refilling holy water vessels, cleaning and polishing liturgical items which have been specifically left out for cleaning. Please do not use any sharp instruments which could scratch shiny surfaces. Also, please use the colander from under the sink while cleaning candle wax off items in order to prevent a clogged drain in the work sacristy. *Please remember that holy water is to be poured down the sacrarium in the Priests' sacristy, to the right of the altar, left of the main sink.*

It is very important that the holy water fonts are clean and properly filled. *If the holy water in the stainless steel receptacle at the rear of the church is low, please inform a member of the Altar Guild.*

*Please remember that this sacred work is to be done in a quiet and reflective fashion, as working sodalist volunteers are in the presence of the Holy Eucharist. Loud talking/chatting in the work sacristy is unacceptable. Sodalists should wear appropriate clothing, and should act in a devout manner at all times when cleaning the altar.*

Altar duty volunteers are asked to sign the altar duty attendance book. If you bring along a grade school helper, encourage her/him to sign the book as well.

## Annual Bazaar

All sodalists are expected to contribute time, talent and effort to this important event, which is the only opportunity for all sodalists to work together as a team. It is *the* fundraising/charitable event that determines the donation amounts to the respective charity of each Sodality Unit. In addition to earning money, The White Elephant, Designer Boutique, and Clothing Sale provide clothing and other quality items at affordable prices to those in need from the local community.

For the bazaar, each sodalist is expected to:

- Support her Unit's bazaar assignment

- Donate gently used, clean clothing, furniture, knick-knacks, jewelry, etc., during the week leading up to the bazaar

- Help sort all donations the week prior to the bazaar

- Provide baked goods for the bake sale

- Volunteer to help set up and clean up after bazaar

- Work in various capacities during the day of the bazaar

- Fully understand the importance of the bazaar in terms of what it provides: charitable money-making potential; building of community amongst all sodalists, and service to the local community

The annual bazaar is a long-standing Blessed Sacrament tradition. All sodalists must participate to the best of their ability.

## Funeral Honor Guard

All sodality members will be notified in the event of an impending funeral for a fellow sodalist who has requested a Funeral Honor Guard. It is the duty of each sodalist, whenever possible, to participate in Honor Guard and to ensure a dignified funeral Mass for her fellow sodalist. Please keep in mind that more than 90% of current sodalists have requested an honor guard. If you have so indicated that you would like one, please remember that it is important that you participate as often as possible.

Sodalists should meet 15 minutes before the funeral begins, behind the pews at the rear of the church. When it is determined that there are enough present for an Honor Guard, sodalists are to flank each pew going up the aisle, starting at the front.

Sodalists line up at the end of the pews near the altar, with one sodalist per pew. Pew entrances should not be blocked, and sodalists should stand as close to the pew as possible to allow for passage of the funeral procession up the aisle.

Sodalists stand guard, before the priest and altar servers come out of the sacristy. The celebrant says prayers before the processional and then proceeds down the aisle to meet the coffin

Sodalists are to wear their Marian Medals fully exposed to distinguish them as Honor Guard to funeral attendees. Sodalists should stand erect, looking straight ahead, with hands folded in a devout manner.

Sodalists stay for the funeral, and during Mass, sit on the St. Joseph side of the church, behind the pall bearers. All purses and cell phones -- which are to be silenced -- should be left there before the funeral. At the commendation (end of funeral) as the priest approaches the coffin, sodalists resume their original pew positions, flanking the aisle, and remaining in place until the music ends.

The order for the recessional (leaving the church) is:

1. Crucifer – cross bearer
2. Priest(s) and altar server(s)
3. Pallbearers
4. Coffin carrying the deceased
5. Family and friends of the deceased
6. Honor Guard Sodalists

SANCTUARY SODALITY MEETING SCHEDULE

The Sodality Calendar runs concurrent with the school year calendar, with the fiscal year ending June 30. Sanctuary Sodality meetings are held monthly on the first Thursday of every month, and generally take the form of luncheons beginning with the 11:00 am Mass. There are also two meetings each year that take the form of breakfast meetings, beginning after the 8:00 a.m. Mass. All sodalists are encouraged to attend the Sanctuary Sodality meetings, and representation from every Sodality Unit is required in order to effectively communicate business of the Sanctuary Sodality to the individual Units. This communication is vital to the life and spirit of Sodality. There are also two Sanctuary Sodality dinners (October and May – dates to be determined annually), which all sodalists are highly encouraged to attend. They begin with the 5:30 pm Sodality Mass. Not only are the dinners enjoyable, they offer sodalists opportunities to strengthen ties with one another in service to, and in reverence of, of Our Blessed Mother.

September	Executive Committee Mass, Lunch and Meeting (Executive Committee only)
October	Sanctuary Sodality Mass, Dinner and Meeting (all sodalists please)
November	Sanctuary Sodality Mass, Breakfast and Meeting (all sodalists please)
November	Annual Bazaar (all sodalists required)
December	Christmas Mass, Lunch and Meeting (all sodalists please)
January	Executive Committee Mass, Lunch and Meeting (Executive Committee only)
February	Sanctuary Sodality Mass, Lunch and Meeting (all sodalists please)
March	Sanctuary Sodality Mass, Lunch and Meeting (all sodalists please) Slate of Officers Presented, as needed
April	Sanctuary Sodality Mass, Breakfast and Meeting (all sodalists please) Election of Sanctuary Sodality Officers
May	Sanctuary Sodality Mass, Dinner and Meeting (all sodalists please) Installation of Sanctuary Sodality Officers, and incoming Sodalists Unit Leadership Roster presented to Sanctuary Sodality
June	End of fiscal year June 30
July/August	Please remember your summer assignments for Altar Duty, or funeral honor guard during these months.

SANCTUARY SODALITY PREFECTS

*1935 – present*

Mrs. C.B. Buck  
Mrs. George A. Finch  
Mrs. J. Willard Nalls  
Mrs. Frank Paroni  
Mrs. Victor S. Mersch  
Mrs. Leo A. Walsh  
Mrs. Frank X. Emmet  
Mrs. Joseph C. Monaghan  
Mrs. Maxwell Stokes  
Mrs. Charles Fahy  
Mrs. William B. Grogan  
Mrs. Louis Quinter  
Mrs. Frank H. Grimes  
Mrs. Joseph T. Dixon  
Mrs. James K. Farrell  
Mrs. Donald Gibeau  
Mrs. J. Willard Nalls, Jr.  
Mrs. Albert Headley  
Mrs. Fred Ugast  
Mrs. Alan Cassidy  
Mrs. Michael Gnatek  
Mrs. Joseph V. Cottone  
Mrs. Harriet D. Estrada  
Mrs. David Bernstein  
Mrs. R.C. Shelkofsky  
Mrs. Joseph D. McGovern  
Miss Florence E. Gareau  
Mrs. John F. Bogard  
Miss Harriet M. Murphy  
Mrs. Robert L. Keaney  
Miss Mary Scully  
Miss Helen Root  
Mrs. Maura Fitz-Patrick  
Mrs. Julia P. Finley  
Mrs. Yvonne Kaufman  
Mrs. Elsie Holman  
Mrs. Linda Motta  
Mrs. Susan Gorman  
Mrs. Michele Bowe  
Mrs. Patricia Burke  
Mrs. Laura Beh