

Catholic Daughters of the Americas

Court Our Lady of the Holy Trinity #2661

Since August 12, 2012

Holy Trinity Catholic Church, 20523 Huebner Road, San Antonio,
TX 78258

Email: holytrinitycda@gmail.com

Website: [https://www.holytrinitysat.org/catholic-daughters-of-the-](https://www.holytrinitysat.org/catholic-daughters-of-the-america)

americas Facebook: <https://www.facebook.com/ourladyoftheholysanantonio/>



SISTER'S HANDBOOK 2020

As of August 15,

The following is a summary of the key information you may be interested in, as a new member or seasoned member! If you read the Handbook on a computer, where you see an underlined phrase, there is a hyper-link that will take you directly to the information on our [Catholic Daughters](#) webpage. It's as easy as holding down the Control key and clicking the phrase! Otherwise

you can go directly to our website

<https://www.holytrinitysat.org/cda> to browse all of the information.

If you have any suggestion for additions, deletions or corrections to our Handbook let a Board member know or send an email to

annette.cda@gmail.com

1. Communication and Contact Information. We communicate with members extensively by email. If you do not have email, let us know the best way to contact you. We will share emails and phone numbers of members only with members of the Court. If you do not want your contact information shared with other members you must notify the Financial Secretary upon pledging or when a change occurs. Please be sure to keep your contact information up to date as changes occur. Be sure to check your email regularly and feel free to contact the [Board Members](#) if you have any questions.

2. Membership Meetings. Membership meetings are held in the Gathering Area in the Faith Formation building behind the Church the last Thursday of the month, unless there is a conflict with a Holiday or Holy Day. The annual [CDA Calendar](#) lists all meetings and other important dates. Meetings begin at 6:30PM with a spiritual activity and generally end by 8:45PM. Each gathering consists of light refreshments and a business meeting. The week before the meeting an agenda, minutes from the previous meeting, the Financial Report and other relevant information is sent to each member via email.

a. Refreshments are provided by members, alphabetical by last name. The Refreshment Coordinator will contact members when it is their turn to bring an item. Suggested items include: Veggie Trays, Fruit Trays, Sandwich Platter, Cheese Tray, Crackers, Potato/Macaroni/Pasta and Green Salads, Chips/Dips/Salsa, Popcorn, Pretzels, Nuts, Cookies, Soda and Water.

b. A Celebration Cake will be provided at each meeting to recognize special events such as birthdays, anniversaries, new jobs, retirements and other happy events that occur during the month. Birthdays are gathered from Membership Forms. Make sure we have your special date to celebrate you!

3. Dues. Membership dues are only \$30 and should be paid to the Financial Secretary no later than the August membership meeting. Payment is important because the Court must pay a fee to the National and State CDA for each registered member. Checks may be mailed to the Financial Secretary: Renie Bober-Moken, 18115 Summer Knoll, San Antonio, TX 78258. Contact Renie for further information at ibmoken@aol.com. Also, payment may be submitted at the Membership Meeting.

4. Committees, Volunteer and Service Opportunities. Participation in our activities is encouraged, but what is truly important is that you do what you can, when you can! We have many [Committees](#) and specific volunteer and service opportunities during the year that provide a variety of options to contribute and engage in worthy endeavors. Spend some time reviewing the list of committees that follows and feel free to contact the [Committee Chair](#) to ask questions. Committee signup sheets are available at Membership Meetings or contact a Committee Chair directly to sign-up.

Committees:

[Ascension DePaul Services Committee](#)

Description/Mission of Committee/Activity: The mission of this committee is to support the mission of ADS which is in part, to serve all persons with special attention to those who are poor and vulnerable.

Frequency of Meetings and Typical Activity: No formal meetings, but CDA members are together at least monthly to work at ADS.

[Assumption Seminary](#)

Description/Mission of Committee/Activity: Coordinates Archdiocesan Seminarian Support Program. Both spiritual and material support is provided in collaboration with the Director of Seminarians, Father Daniel Villareal.

Frequency of Meetings and Typical Activity: No formal meetings.

Baby Shower

Description/Mission of Committee/Activity: Coordinates annual Baby Shower for Seton and Guadalupe Homes. Collect donations, provide decorations, wrap gifts, entertain the guests and prepare and serve food for the celebration.

Frequency of Meetings and Typical Activity: Meetings and event occur in July.

Bake Sale

Description/Mission of Committee/Activity: Coordinates dates for sales, advertisement in bulletin, collection of bake good donations and sale of bake goods after mass.

Frequency of Meetings and Typical Activity: No meetings required.

Bereavement Committee

Description/Mission of Committee/Activity: Oversee the bereavement ministry for Holy Trinity. Provides funeral receptions and contacts CDA members for food donations.

Frequency of Meetings and Typical Activity: No meetings required.

Ceremonial Coordinator

Description/Mission of Committee/Activity: Prepares for meetings and ceremonies by arranging the room and displaying flags, banner and other CDA items.

Frequency of Meetings and Typical Activity: No meetings required.

Charitable Giving Committee

Description/Mission of Committee/Activity: Reviews grant requests for compliance with the policy and makes a recommendation for CDA membership vote.

Frequency of Meetings and Typical Activity: No formal meetings. When a grant request is received collaborate on email to determine recommendation.

Circle of Love

Description/Mission of Committee/Activity: Input is collected from members for reports to National and State CDA. Circle of Love Program categories include Education, Youth, Spiritual, Life, Family, Leadership and Legislation. Courts are asked to select those portions of the programs that their members feel comfortable working on in their area.

Frequency of Meetings and Typical Activity: No meetings required.

Fellowship Committee

Description/Mission of Committee/Activity: To promote meaningful communication among our CDA members for building trust and fellowship. We will plan three activities in the Fall and two or three in the Spring.

Frequency of Meetings and Typical Activity: No meetings required.

Finance Committee

Description/Mission of Committee/Activity: To assist in the semi-annual financial review. Examines the Court books and bank accounts and completes a report.

Frequency of Meetings and Typical Activity: Meets twice a year in October and April.

First Friday Rosary

Description/Mission of Committee/Activity: To promote spiritual growth in our CDA Sisters by praying the scriptural rosary as a group and to offer the recitation for personal and membership needs.

Frequency of Meetings and Typical Activity: First Friday of every month

Habitat for Humanity

Description/Mission of Committee/Activity: Once a year obtains and serves food for a Holy Trinity construction crew on site.

Frequency of Meetings and Typical Activity: No meetings required

Hope for the Future Scholarship Committee

Description/Mission of Committee/Activity: The committee will select a theme for the essay that students will be asked to address and an evaluation rubric.

Frequency of Meetings and Typical Activity: The committee meets 2-3 times a year. The first meeting is to decide on scripture to use for the essays, followed by second meeting to select the students using the rubric after essays have been read and if a third meeting is necessary, it is to shred all essays and or to write presentation remarks.

Membership Committee

Description/Mission of Committee/Activity: Provide sign-in services for members and visitors at the meetings, facilitate pledging new members, manage member applications.

Frequency of Meetings and Typical Activity: Meet in conjunction with the CDA monthly meeting.

Newsletter Editor

Description/Mission of Committee/Activity: Gathers information from the Board and Committees and produces a newsletter three times a year.

Frequency of Meetings and Typical Activity: No meetings required.

Prayer Box

Description/Mission of Committee/Activity: Receive prayer requests from individual members and relay these requests by group email to Court Membership.

Frequency of Meetings and Typical Activity: No meetings required.

Primary Fundraiser:

Description/Mission of Committee/Activity: Plans, implements and evaluates one fundraiser per year. Traditionally, this has been a Style Show and Luncheon, but other options are acceptable.

Frequency of Meetings and Typical Activity: Monthly meetings are the norm. However, closer to the date of the event, more frequent meetings may be required.

Refreshments Coordinator

Description/Mission of Committee/Activity: Coordinate light refreshments for membership meetings. Refreshments are provided by Sisters, at designated meetings, alphabetically by last name. Ensure supplies are on-hand.

Frequency of Meetings and Typical Activity: No meetings required

Right to Life

Description/Mission of Committee/Activity: Promotes parish and community activities related to honoring and preserving the dignity of life for all.

Frequency of Meetings and Typical Activity: Once a month at Right to Life Mass.

Scrapbook

Description/Mission of Committee/Activity: Gathers photos, documents and other memorabilia and prepares a scrapbook for the Court.

Frequency of Meetings and Typical Activity: No meetings required.

Spiritual Advisor

Description/Mission of Committee/Activity: Provides prayers and reflections for monthly meetings and the newsletter. Assists with the annual retreat.

Frequency of Meetings and Typical Activity: No meetings required

State Memorial Scholarship/Mass Card

Description/Mission of Committee/Activity: Manages program. A Mass Enrollment remembers an individual or a group; living or deceased. for the period of one year in the Holy Mass offered the

first Friday of each month by the current State Chaplain. Members or Court may enroll an individual or group. The monies generated from this project are dispersed in scholarships to graduating high school seniors.

Frequency of Meetings and Typical Activity: No meetings required.

Sunshine Committee

Description/Mission of Committee/Activity: Celebrate special events, send congratulatory and get well wishes to members, send prayers and condolences to members who that lost a loved one.

No meetings required.

Threads of Love

Description/Mission of Committee/Activity: Prepares items for premature babies and their families served by local hospitals.

Frequency of Meetings and Typical Activity: Monthly meetings at the Threads of Love workshop.

Volunteer/Service Development Committee

Description/Mission of Committee/Activity: Purpose to identify and develop opportunities for members to participate in Volunteer or Service activities within the community.

Frequency of Meetings and Typical Activity: No meetings required.

5. Special Events.

a. CDA Sunday: The third Sunday in October is a celebration of Catholic Daughters Nationwide. Our Court gathers at a designated mass to celebrate the liturgy together and our Sisters serve in

the key roles of lectors, lay eucharistic ministers, greeters and gift bearers. We encourage members to serve throughout the year in these wonderful roles to ensure we have Sisters qualified for CDA Sunday. At the conclusion of mass, we gather for a reception and invited interested members of the congregation to join us. The wearing of white at this mass provides an opportunity to demonstrate the presence of our Court in the Parish, but it is not required.

b. Fund Raisers. As a Non-Profit (501 C) organization our fiscal actions are limited. Our members selected charities, organizations and events (i.e. Seminarians, Baby Shower, and Scholarships) to support with our budget. We conduct events during the CDA year to raise money to meet our budget objectives. Though participation in fund raising events is highly encouraged, there is no requirement for members to participate.

6. CDA Items for Purchase. The following items demonstrate pride in our organization and the presence of our Court in the community.

a. Shirts. An attractive way to display your CDA membership is with an embroidered shirt in various styles and colors. Beautifully personalized Court shirts are available from Sharen Knott, sharen.knott@sbcglobal.net or 210-497-7000. Generic CDA shirts are available from the website of national CDA. The store also has a variety other items available (i.e. jewelry).

b. Pins. Newly pledged members receive a CDA member pin. Longevity pins are presented to members at five-year increments. A Ribbon may be purchased from the Financial Secretary to display your CDA pins. c. Nametags. A personalized CDA nametag with a magnetic back, engraved with the CDA emblem and your name is available through the Recording Secretary for only \$10. Contact Rita Farmer (actsister@earthlink.com) to place your order.