



## *Military Council of Catholic Women*

PO Box 4456, Washington, DC 20017

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Dear Women of MCCW,

We are so looking forward to being with you at your retreat in just a few short weeks and enjoying the beauty and stillness offered in a retreat.

In that prayerful, quiet time we will also hold discernment for several regional servant leader positions. Those who answer the call to serve will lead their region for the next two years, providing opportunities for community, fellowship, and a deepening of faith for all women served by MCCW.

MCCW has adopted discernment, a prayerful way of making decisions, as its method for selecting new leadership. MCCW discernment is done in two parts: first, a personal discernment process that gives a possible servant leader a guide to praying and talking with God about the decision; and second, a group prayer service during which possible leaders share their gifts and talents and new leaders are selected.

In the attached packet, you will find descriptions and expectations for the open positions as well as a guide to the personal portion of discernment. If you feel even the slightest tug on your heart, please spend the time to complete this packet prayerfully. It truly will help you determine if you are being called to service at this time. We ask that all who come to the group portion of discernment please bring this packet with them.

All who discern an MCCW position are also asked to provide a letter of support from their priest or chaplain. This letter does not have to be anything fancy – simply a letter stating that you are a member in good standing of the Church and your chapel community or parish. Please bring this letter with you to the group discernment process.

Serving on a regional board will be fun and fulfilling work. You will learn and grow in ways you never expected. It will help not just the women you serve, but also you to grow in all of MCCW's pillar values: spirituality, leadership, and service.

Will you answer the call to serve?

Your sister in Christ,

Kim Miller  
MCCW-W President  
2018-2020



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### Servant Leader Information Form

Being a servant leader in MCCW-W will involve time, talent, treasure, and traveling and an endorsement by your priest. Please begin by completing the information below:

1. Please provide the following information (*Print Clearly*)

Name \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Tel. # \_\_\_\_\_ Evening Tel. # \_\_\_\_\_  
Cell Phone # \_\_\_\_\_ Best time/day/place to call \_\_\_\_\_  
Email address \_\_\_\_\_  
Current Occupation/Vocation \_\_\_\_\_  
Number of years affiliated with MCCW/CWOC/Other Catholic Women's  
Group: \_\_\_\_\_  
Current Chapel Group: \_\_\_\_\_  
Priest/Chaplain: \_\_\_\_\_  
Chaplain's Phone # \_\_\_\_\_  
What other ministries or volunteer activities are you involved in? \_\_\_\_\_  
\_\_\_\_\_

2. Are you willing and able to occasionally travel for regional retreats and in-person meetings?  
(Please consult with family before answering.)

3. How much time would you realistically be able to offer MCCW?

- ☐ Weekly (\_\_\_\_ number of hours)
- ☐ More than once a month (\_\_\_\_ number of hours)
- ☐ Monthly (\_\_\_\_ number of hours)
- ☐ Special projects only (\_\_\_\_ number of hours)

4. If I am married, is my marriage validated or con-validated in the Catholic Church?



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5. How do I see specifically that I am called, competent, and committed to serving for at least the next two years?
6. How will this service in MCCW enhance my primary vocation (wife, mother, and/or chaste single womanhood)?
7. If I am married, share how your discussion with your spouse went and his opinion of your serving on this board?
8. Going through the “Beginning Personal Discernment” document should have helped you discern your Holy Talents. Please reveal here, your talents:



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### **Beginning Personal Discernment**

Discernment is a beautiful, prayerful, and Holy Spirit-led method of making decisions. It takes time to discern well – for some, weeks; for others, months; so take your time in consideration. As you use discernment to guide your decisions about serving in a leadership role in Military Council of Catholic Women, we ask that you do the following:

1. Pray, spend time with the Holy Spirit and ask what is to be revealed to you. It is especially fruitful if you are able to spend time in prayer before the Blessed Sacrament.
2. Complete the Sharing Your Gifts Exercise (see below).
3. Ponder St Ignatius' Ten Guiding Principles of Discernment (see below).
4. Talk with your priest. Share with him why you feel called, committed, and competent to serve and ask for his written endorsement.
5. Fill out the Servant Leader Information Form and bring with you to the group discernment process at your retreat.

If you have questions during this process, please contact Kim Miller, MCCW President, at [president@mccw.org](mailto:president@mccw.org).



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### **Sharing your Gifts**

Every person has personal gifts and abilities, some of which are already known and others which may be cultivated. The following brief self-questionnaire is to help you ponder those gifts and how you can use them as servant leader within MCCW. Give yourself plenty of time to prayerfully ponder these questions. You will find that many insights will be revealed to you. Ask yourself these questions and write down your thoughts – this will deepen your discernment.

1. How do I bring out the best in others? (Letting others shine)
  
2. Can I seek the most common good for the matter at hand? (Cohesive)
  
3. Am I self motivated to reach a goal? (Initiative)
  
4. Do I have a heart to serve unselfishly? (Humility)
  
5. Do I try to live out the virtues I proclaim to others (Integrity)
  
6. What are the desires that the Lord has placed on my heart? (Introspection)
  
7. How does God want me to serve within Chapel? (Assurance)
  
8. If you are being prompted by the Holy Spirit to be a servant leader, submit with humility and trust God. Write down some of your gifts or attributes that come to mind.



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## **St Ignatius's 10 Guiding Principles of Discernment (Adapted for the Military Council of Catholic Women)**

*Jeremiah 29:11-13*

*For I know well the plans I have in mind for you, says the Lord, plans for your welfare, not for the woe! Plans to give you a future full of hope. When you call me, when you go to pray to me, I will listen to you. When you look for me, you will find me. Yes, when you seek me with all your heart, you will find me with you, says the Lord.*

When you begin discerning, it very important to start in prayer and open your life completely to the Holy Spirit, for it is in the Spirit where the revealing process of clarity and truth begins.

1. Look deeply into all areas of your life. Ask, (what is my **vocation**: a mother, wife, armed forces personnel, etc.) Would serving within Military Council of Catholic Women-Worldwide ministry enhance or distract from your vocation?
2. When discerning, be honest in evaluating your **time**. Being a servant leader for Military Council of Catholic Women-Worldwide does involve time, travel, and financial commitments. (Some positions more than others). Prayerfully evaluate your life in essence of time to ponder if you have the ability to serve.
3. To discern properly it is important to **confide** in people who know you well and in whom you trust. A friend, spouse, or priest can help reveal to you, out of love, your strengths, weakness and natural abilities.
4. **Listen** to your whole person; your heart, mind, intellect and intuition. All "facets" should play a role. One should not dominate another. For example, our emotions can be so strong that we don't consider things practically.
5. Fear complicates and distorts discernments. Instead **trust** and courage will move you forward in the discerning process.



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6. The discernment process should be a calm process where internal **peace** lies. To become a servant leader takes a bit a time and self-evaluation, don't make a decision in haste, rather, your choices will be well guided when it yields peace, justice, faith, love, and bears fruit!
7. At the center of servant leadership is **humility**. It is saying yes to be a vessel for our Lord in which HE can do HIS great work. Being humble is a process not a destination.
8. Ask yourself, "What are the areas in my life that I may have difficulty **letting go**? How would letting go of those areas enhance my being a servant leader?" Ask yourself, "Is this the time in my life that God has chosen me to become a servant leader for my chapel?" Honest discernment will reveal this.
9. **Jesus** is THE example of true servant leadership. His teachings show us how to treat people with, mercy, truth, faith, fairness, justice and love. Ask yourself, "How do I emulate the teachings of Jesus to people I encounter each day. Have I put on the garment of love?"
10. Call upon the Holy Spirit to inspire you to make a decision. An answer "Yes" or an answer "No" are both holy decisions. When answered yes, you have full peace that the Spirit is moving you forward to servant leadership. If the answer is no, it is because it may not be your time yet, and the Holy Spirit has other plans for you. Either way, when the Holy Spirit is involved, the decision itself is **holy**!

Mark 10:42-45

*Jesus summoned them and said to them, "You know that those who are recognized as rulers over the Gentiles lord it over them, and their great ones make their authority over them felt. But it shall be so among you. Rather, whoever wishes to be great among you will be your servant; whoever wishes to be first among you will be the slave of all. For the Son of Man did not come to be served but to serve and to give his life as a ransom for many."*

*Amen!*



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## **Regional Coordinators**

Regional coordinators are discerned, but are not members of the board of directors. While MCCW actively encourages RCs to come from the active duty or dependent of active duty populations, these positions can also be filled by retired service members, retired dependents, guard, or active duty. Regional coordinators must live in the region they represent and should have a reasonable expectation that they will stay in that region for the duration of her term.

Their duties include:

- Overseeing and ensuring communication with every chapel in their regions no less than twice annually, whether or not those chapels have active CWOCs.
- Planning and implementing their regional retreats in conjunction with the regional retreat committee and according to the MCCW Retreat Planning Guide
- Leading and providing guidance to their regional teams and identifying and selecting additional members of their teams as necessary with guidance from the Director of Regional Coordinators
- Meeting, in-person or telephonically, with their boards no less than once a month to monitor progress and to share guidance from the Director of Regional Coordinators
- Implementing other activities, programs, or initiatives to strengthen their regions, with direction from the board.

They will fulfill their duties while adhering to the annual budget and finance guidelines set out by the director of financial stewardship and approved by the board.

## **Regions**

- **Pacific:** Includes Hawaii, Alaska, Guam, and Kwajalein
- **Western:** Includes Washington, Oregon, California, Idaho, Nevada, Utah, Arizona, Montana, Wyoming, Colorado, New Mexico, and El Paso, Texas
- **Central:** Includes North Dakota, South Dakota, Nebraska, Kansas, Oklahoma, Texas, Minnesota, Iowa, Wisconsin, Missouri, Illinois, Indiana, Michigan, and Louisiana
- **Southeast:** Includes Arkansas, Kentucky, Tennessee, Mississippi, Alabama, Georgia, Florida, South Carolina, North Carolina, and Puerto Rico
- **Northeast:** Includes Maine, Vermont, New Hampshire, Massachusetts, Rhode Island, New York, Connecticut, New Jersey, Pennsylvania, Delaware, Maryland, the District of Columbia, Ohio, West Virginia, and Virginia
- **Europe:** Includes all of Europe
- **Asia:** Includes Korea and Japan





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## **Expectations**

### **General**

- The regional coordinators will participate in regularly scheduled teleconference calls with the director of regional coordinators and will participate in planning centrally-themed retreats for MCCW
- The regional coordinators will hold regularly scheduled teleconference, or in-person, meetings with her regional board (as the geographical location of her board allows).

### **Travel**

- The regional coordinators will be expected to attend their regional retreat and forum.

### **Cost**

- A regional coordinator can expect to spend money on travel, food, lodging, and registration fees during her term. Though the specifics of her financial contribution may change on a yearly basis based on budget availability, for planning purposes a regional coordinator can expect to pay for the following:
  - For the regional retreat in their region, regional coordinators will be given a capped travel allowance, will have lodging covered, and will be expected to pay for her own food, incidentals, and registration.
  - For forum, regional coordinators will be given a capped travel allowance, will have lodging covered, and will be expected to pay for her own registration fees, food and incidentals.
- Personal finance should not be the sole factor that keeps a woman from participating in discernment – MCCW make every effort to subsidize costs for qualified, dedicated regional coordinators as the budget allows. Please contact the discernment coordinator for more information about the financial commitment.



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## **Regional Communications Coordinator (two-year term)**

The MCCW Regional Communications Coordinator ensures that her region is informed of regional events, resources, and MCCW-Worldwide news through a combination of social media, email, and direct communication. Her duties include:

- Re-posting all relevant social media posts made by MCCW-Worldwide on her regional FB pages
- Creating posts relevant to her particular region regularly (no less than once a week) - these posts may deal with upcoming regional events, they may ask questions to encourage conversation, or they may be tied to the liturgical calendar.
- Assisting the regional coordinator with all region-wide emails that need to be sent
- Assisting her region with phone calls to chapels in her region.

For her regional retreat, the communications coordinator will:

- Create or coordinate the creation of the retreat program, flyers, and other promotional materials
- Work with the worldwide registrar to set-up, manage and track registrations for her regional retreat, specifically she will:
  - Check the registration site regularly to monitor the number of registrations and help promote registration
  - Be available to answer email inquiries about retreat-related questions from those who have registered and those potential registrants
  - Maintain a record of special dietary needs, food allergies, other special needs and any registration swaps/transfers, etc
- Send all communications about the retreat to registered attendees before the retreat
- Manage the check-in of retreat attendees during the retreat, with particular attention to any special needs of attendees

## **General**

- The regional board members will participate in regularly scheduled teleconference, or in-person, meetings (as the geographical location of the board allows).

## **Travel**

- The regional board members will be expected to attend their regional retreat

## **Cost**

- A regional board member can expect to spend money on travel, food, lodging, and registration fees during her term. Though the specifics of her financial contribution may change on a yearly
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### **Liturgical Coordinator (two-year term)**

The MCCW Region Liturgical Coordinator plans and executes all liturgical services within the annual regional retreat. Her duties include:

- Meeting, in-person or telephonically, with the lead clergy member for the retreat to ensure liturgy is executed with reverence, efficiently and effectively.
- Coordinating with the retreat site for all liturgical needs
- Coordinating with the regional coordinator for all liturgy-related music needs

The liturgical services requiring coordination may include morning prayers, Mother's prayers, daily mass, adoration and reconciliation, Stations of the Cross, anointing of the sick, illuminated rosary and additional devotions and services included based upon the retreat theme.

#### **General**

- The regional board members will participate in regularly scheduled teleconference, or in-person, meetings (as the geographical location of the board allows).

#### **Travel**

- The regional board members will be expected to attend their regional retreat

#### **Cost**

- A regional board member can expect to spend money on travel, food, lodging, and registration fees during her term. Though the specifics of her financial contribution may change on a yearly basis based on budget availability, for planning purposes a regional board member can expect to pay for the following:
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