



# The Catholic Women's League of Canada Edmonton Diocesan Council

## Policies of the Edmonton Diocesan Council

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## **Policies of the Edmonton Diocesan Council**

- Name** The name of the council is the “Edmonton Diocesan Council of The Catholic Women’s League of Canada,” hereinafter called the “Edmonton Diocesan Council” or “Diocesan Council.”
- General Policies** The general policies of the Diocesan Council are those of The Catholic Women’s League of Canada (the CWL or the League) as described in the *Constitution & Bylaws* (C&B) and the *National Manual of Policy and Procedure* (P&P).
- Specific Policies** The following specific policies of the Diocesan Council are supplementary to the *Constitution & Bylaws* (C&B) and the *National Manual of Policy and Procedure* (P&P).

### **1. Diocesan Council – C&B Part VIII Section 1 (b)**

Diocesan Council shall be composed of its officers, presidents of parish councils in the Edmonton diocese, parish delegates accredited to the diocesan convention, and honorary life members and life members holding a membership in the diocese. In the Edmonton diocese, the zone chairpersons are part of Diocesan Council and have accredited delegate status at Annual Diocesan Convention.

### **2. Diocesan Executive – C&B Part VIII Section 2 (b)**

The Diocesan Executive shall be composed of the elected officers and presidents of parish councils in the Edmonton diocese.

### **3. Diocesan Officers – C&B Part XI Section 2**

Officers of the Diocesan Council shall be president, president-elect, vice-president, secretary, treasurer, past president and chairpersons of standing committees. The Diocesan Officers shall deal with the routine business of Diocesan Council and with matters deemed urgent by the President.

### **4. Standing Committees – C&B Part XIII**

The Standing Committees of the Diocesan Council are organization (president-elect), spiritual development (usually vice-president), christian family life, community life, education & health, communications and resolutions & legislation.

### **5. Spiritual Advisor – C&B Part IX**

The Diocesan Spiritual Advisor shall attend meetings of the officers, when possible, to provide advice and guidance. The Spiritual Advisor shall attend Diocesan Executive meetings (Fall, Midwinter, Pre-Convention, Post-Convention) and Diocesan convention. They shall be invited to attend Provincial and National conventions twice each during their 5-year term, funds permitting. They are encouraged to attend the full convention and share their experiences upon return.

The CWL Spiritual Advisor’s stole is owned by the Diocesan Council and provided for the Spiritual Advisor’s use during their term.

### **6. Other Committees**

#### **a. Finance Committee**

The Finance Committee shall be composed of the president, president-elect, past president and treasurer. The president may appoint other members to the Finance Committee. The treasurer shall be the Chairperson of the Finance Committee. Signing officers shall be the president,

president-elect and treasurer. All cheques must be signed by two of the signing officers.

b. *Zones “Regional Committees”* C&B Part VIII Section 6 (b)

Regional Committees are called ‘Zones’ in the Edmonton diocese. The Diocesan Council is composed of nine (9) zones representing 67 Councils (see Appendix A). Membership in a zone is determined by geographic location. The zone chairpersons have usually been president of a council and report through the organization standing committee and are guided by the *Zone Chairperson’s Handbook*. Zones take turns hosting the Annual Diocesan Convention (see 8a for more details).

**7. Appointed Members**

Members who are appointed by the diocesan president shall serve a term of two years or less to coincide with elections of the diocesan officers. Any appointed member may be reappointed for additional terms at the discretion of the diocesan president. Diocesan representatives are responsible to the president and report through the appropriate standing committee chairperson. Representatives may be members-at-large or diocesan officers.

**8. Meetings and Conventions – C&B Part XIV Section 3 (b)**

- a. The Edmonton Diocesan Council shall meet in Annual Diocesan Convention usually the third or fourth weekend of April. The Annual Diocesan Convention shall be hosted by the Zones on a rotational basis.

<b>Year</b>	<b>Hosting Region</b>
2015	Zone 1
2016	Zone 2
2017	Zone 9 (South East)
2018	Zone 3
2019	Zone 4
2020	Zone 9 (North)
2021	Zone 5
2022	Zone 6
2023	Zone 9 (West)
2024	Zone 7
2025	Zone 8
2026	Zone 9 (South East)

***List of Zone 9 councils for Convention rotation:***

*Zone 9 North* – St. Alphonsus, St. Charles, St. Clare, St. Dominic Savio, St. Edmund, St. John Bosco, St. Matthew

*Zone 9 West* – Annunciation, Good Shepherd, St. Andrew, St. John the Evangelist, St. Joseph’s Basilica, St. Thomas More

*Zone 9 South East* – Assumption, Corpus Christi, Our Lady of Perpetual Help, St. Agnes, St. Anthony, St. Theresa

- b. The Diocesan Executive shall meet:
  - i. before the Annual Diocesan Convention at the Pre-Convention Meeting and after the Annual Diocesan Convention at the Post-Convention Meeting.
  - ii. at the Fall Meeting, usually held the last Saturday of September or the first Saturday of October, hosted by a council outside the city of Edmonton.
  - iii. at the Midwinter Meeting, usually held the first Saturday of February, hosted by a council in Zone 9 or near the city of Edmonton.
  - iv. at the request of the Diocesan Officers.
  - v. at the request of a majority of the Diocesan Executive.

The membership-at-large may be extended an invitation to attend meetings of the Executive but may not make motions or vote.

- c. The diocesan officers shall meet at least 6 times per year and when special meetings are called by the diocesan president or at the request of a majority of the diocesan officers.
- d. Zone meetings are meant to provide better communication within a smaller geographical area. Each Zone is encouraged to have at least one meeting per year and to organize a spiritual retreat.

## **9. Reports at Meetings**

- a. Written reports shall be submitted to the secretary five (5) days in advance of the meeting.
- b. Reports of the standing committee chairpersons shall incorporate those of the appropriate subcommittees and appointed representatives.
- c. Reports from other members, such as the zone chairpersons, may be received at any meeting upon the request or with the permission of the diocesan president.
- d. Annual Reports shall be compiled in booklet form and shall be distributed free-of-charge to all members of the Executive, appointed members, zone chairpersons, Edmonton Diocesan Council past presidents, honorary life members, life members, the provincial president, the other four Alberta Mackenzie diocesan presidents, the president of the local council of the Military Ordinariate, the Archbishop and all attendees of the Annual Diocesan Convention.
- e. Annual Reports will be made available on the Diocesan Council website.

## **10. Minutes**

- a. Minutes of the Annual Diocesan Convention meeting and of the Diocesan Executive meetings (Pre-Convention, Post-Convention, Fall, Midwinter) shall be sent by e-mail to all members of the Executive, appointed members, zone chairpersons, Edmonton Diocesan Council past presidents, honorary life members, life members and upon request, the Archbishop and spiritual advisors within the Edmonton diocese. Minutes will be sent by post, upon request, to those without access to e-mail.
- b. Minutes of the diocesan officers meetings shall be sent to all diocesan officers.

## **11. Expenses and Reimbursements – C&B Part XIV Section 6**

The Diocesan Council Treasury shall reimburse for business expenses (receipts required) of the diocesan officers (e.g. photocopying, postage, long distance calls, office supplies). Meal allowances shall be \$15.00 for breakfast, \$20.00 for lunch and \$25.00 for supper, including GST and gratuity, to a maximum of \$60.00 per day, reimbursed with receipts. Alcohol expenses are the responsibility of each member. Vehicle expenses shall be compensated at a rate of \$0.35 per kilometer. When a meeting is greater than 200 km one way, consideration should be given to using rental vehicles for this travel. If rental vehicles are used, the cost of the rental and fuel will be reimbursed (receipts required). Vehicles and accommodations must be shared whenever possible or the total payable will be reduced by half. (The President may have her own room at Diocesan Convention, if desired.) Use of reward points for expenses (e.g. airfare, hotel, etc.) will be considered a donation and will not be reimbursed. The diocesan officers must receive approval in advance for expenses related to their office or standing committee.

The Diocesan Council Treasury shall be responsible for the expenses of:

- a. the current diocesan officers and the spiritual advisor when they:
  - (i) attend meetings of the diocesan officers
  - (ii) attend Diocesan Fall and Midwinter meetings
  - (iii) attend Annual Diocesan Convention
  - (iv) are invited to bring greetings and are approved by the diocesan officers to represent the Diocesan Council at zone meetings, parish CWL council meetings, anniversaries, celebrations and special events

- b. the Convention Chair(s) for registration, meals and shared accommodations at the Annual Diocesan Convention (2 nights) and gas to attend meetings of the convention planning committee.
- c. the parliamentarian's honorarium at Annual Diocesan Convention (\$300.00)
- d. the honoraria for guest speakers or facilitators (\$75.00-\$250.00)
- e. courtesy meal tickets (e.g. Quid Novum reporter, Grandin Media, CART provider, guest speakers)
- f. the Diocesan Convention banquet tickets for special Convention guests invited by the president (e.g. clergy, women religious, guest speakers, award recipients, etc.)
- g. mileage and lunch for the recipient of the Doreen Melton Scholarship to attend the Annual Diocesan Convention to receive the award
- h. the zone chairpersons, for diocesan functions, over and above what the zone fees cover, as approved by the diocesan officers
- i. the diocesan representatives to Provincial meetings and conventions and to National Conventions, as outlined in Sections 15 and 16 of these *Policies*
- j. extraordinary items, when approved in advance by the diocesan officers, for discretionary expenditures up to \$500 with a cap of \$1000 per budget (fiscal) year

## **12. Letters & Media**

- a. Letters written on behalf of Diocesan Council shall have the prior approval of the diocesan president, in consultation with a majority of the diocesan officers and the Diocesan Executive members whenever possible. A copy shall be forwarded to the diocesan president and the appropriate diocesan officer(s).
- b. Interviews with the media shall be given only by the diocesan president or her designate.

## **13. Website**

The communications standing committee chair administers the Edmonton Diocesan Council website <edmononcw.org>. Items for posting on the website shall have prior approval of the diocesan president.

## **14. Diocesan Council Roster**

- a. Except as required for conducting the business of the League, membership lists (rosters) or any portion thereof shall not be given to any person or group.
- b. External requests for permission to use the membership lists or mailing labels must be sent in writing to the diocesan president for consideration and approval by the diocesan officers.
- c. The name of the president or other individual officers at any level may be given to enable a person or group to contact the League.

## **15. Representation to Provincial Meetings and Annual Provincial Convention – C&B Part XIV Section 6 and C&B Part XV Section 1 (b) (ii)**

- a. The president (or designate) shall represent Diocesan Council at Annual Convention and all meetings of the Alberta Mackenzie Provincial Council of the CWL, with her expenses paid by the Provincial Council Treasury (CWL ABMK *Provincial Policies* Section 10.2.f.i & 10.2.g.i). When the president-elect attends the Provincial Council meetings, her expenses shall be borne by the Diocesan Council Treasury in her first year and borne by the Provincial Council Treasury in her second year (CWL ABMK *Provincial Policies* Section 10.2.f.ii). The full convention must be attended and a written summary report provided upon return.
- b. Two accredited delegates (in order of rank) shall attend the Annual Convention of the Alberta Mackenzie Provincial Council, and their expenses shall be borne by the Diocesan Council

Treasury. The full convention must be attended and a written summary report provided upon return.

- c. Expenses covered include registration, banquet, and lunches provided at convention, other daily meals, travel and shared accommodations. Use of reward points for expenses (e.g. airfare, hotel, etc.) will be considered a donation and will not be reimbursed. Optional tours offered before or after Convention shall be the responsibility of the officer.
- d. Provided funds are available, diocesan officers who attend Annual Provincial Convention and who are not voting or accredited delegates may have their registration reimbursed by the Diocesan Council Treasury.

**16. Representation to Annual National Convention – C&B Part XV Section 1 (b) (ii)**

- a. Provided funds are available, the expenses of the president (or designate) to attend the Annual National Convention as an accredited delegate shall be borne by the Diocesan Council Treasury. The full convention must be attended and a written summary report provided upon return.
- b. Provided funds are available, the expenses of the president-elect (or designate in order of rank) to attend the Annual National Convention as an accredited delegate shall be borne by the Diocesan Council Treasury. The full convention must be attended and a written summary report provided upon return.
- c. Expenses covered include registration, banquet, and lunches provided at convention, other meals, travel and shared accommodations. Use of reward points for expenses (e.g. airfare, hotel, etc.) will be considered a donation and will not be reimbursed. Optional tours offered before or after Convention shall be the responsibility of the officer.
- d. Provided funds are available, diocesan officers who attend Annual National Convention and who are not accredited delegates may have their registration reimbursed by the Diocesan Council Treasury.

**17. Policies Review**

- a. The *Policies of the Edmonton Diocesan Council* shall be reviewed at least every four years.
- b. The president shall appoint a Policy Review Committee. The Committee shall be composed of the president, president-elect, past president and additional members who have an interest in and have familiarity with the policies of the League.
- c. The Policy Review Committee shall meet and make recommendations to the diocesan officers.
- d. At the Diocesan Midwinter Meeting, a draft shall be distributed to council presidents, honorary life members, life members, zone chairpersons and past diocesan presidents for input.
- e. Comments must be sent in writing to the diocesan president (or designate(s)) within six weeks after the Midwinter Meeting.
- f. The final draft of the revised *Policies of the Edmonton Diocesan Council* shall be voted on by the Diocesan Executive at the Pre-Convention Meeting.
- g. The revised *Policies of the Edmonton Diocesan Council*, as approved, shall take effect after Annual Diocesan Convention weekend.

## APPENDICES

### Appendix A – Zones & Councils (9 Zones with 67 Councils)

<b>Zone 1 (4 Councils)</b>	Edson-Sacred Heart Grande Cache-Holy Cross Hinton-Our Lady of the Foothills Jasper-Our Lady of Lourdes
<b>Zone 2 (10 Councils)</b>	Evansburg-St. Elizabeth Mayerthorpe-St. Agnes Mearns-St. Charles Onoway-St. Rose of Lima Parkland County-Holy Trinity St. Albert-Holy Family St. Albert-St. Albert Villeneuve-St. Peter Wabamun-St. Joseph Wildwood-St. Alphonsus
<b>Zone 3 (4 Councils)</b>	Fort Saskatchewan-Our Lady of the Angels Redwater-St. Clare St. Michael-St. Michael the Archangel Star-Our Lady of Good Counsel
<b>Zone 4 (3 Councils)</b>	Lloydminster-St. Anthony Provost-St. Mary Vermilion-Holy Name of Jesus
<b>Zone 5 (9 Councils)</b>	Camrose-St. Francis Xavier Castor-Our Lady of Grace Daysland-Our Lady of the Trinity Daysland-St. Boniface Spring Lake Heisler-St. Martin Round Hill-St. Stanislaus Stettler-Christ-King Strome-Our Lady of Fatima Strome-St. Peter
<b>Zone 6 (5 Councils)</b>	Didsbury-St. Anthony Olds-St. Stephen Sundre-Our Lady of Fatima Three Hills-St. Joseph Trochu-St. Anne of the Prairies
<b>Zone 7 (8 Councils)</b>	Innisfail-Our Lady of Peace Lacombe-St. Stephen Ponoka-St. Augustine Red Deer-Sacred Heart Red Deer-St. Mary Rimbey-St. Margaret Sylvan Lake-Our Lady of the Assumption Rocky Mountain House-St. Matthew
<b>Zone 8 (5 Councils)</b>	Beaumont-St. Vital Devon-St. Maria Goretti Drayton Valley-St. Anthony Leduc-St. Michael Wetaskiwin-Sacred Heart

**Zone 9 (19 Councils)**

- Edmonton-Annunciation
- Edmonton-Assumption
- Edmonton-Corpus Christi
- Edmonton-Good Shepherd
- Edmonton-St. Agnes
- Edmonton-St. Alphonsus
- Edmonton-St. Andrew
- Edmonton-St. Anthony
- Edmonton-St. Charles
- Edmonton-St. Clare
- Edmonton-St. Dominic Savio
- Edmonton-St. Edmund
- Edmonton-St. John Bosco
- Edmonton-St. John the Evangelist
- Edmonton-St. Joseph Basilica
- Edmonton-St. Matthew
- Edmonton-St. Theresa
- Edmonton-St. Thomas More
- Sherwood Park-Our Lady of Perpetual Help

### **Appendix B – Silver Tea Service**

On April 24, 1993, at the Annual Diocesan Convention, Alynn Cox presented a silver tea service on behalf of St. Mary’s Boys Home to The Catholic Women’s League in the Edmonton diocese. The tea service is stored for safekeeping in the vault at St. Joseph’s Basilica in Edmonton. The custodian of the tea service is the president of St. Joseph’s Basilica CWL Council. Requests to use the Silver Tea Service are made to the diocesan president, and then the Basilica president is contacted to make arrangements.

### **Appendix C – Centennial Display Panels**

To mark the 100th Anniversary of the CWL in the Edmonton diocese, a group of Life Members under the leadership of Rose-Marie McCarthy assembled a 17 panel chronological display that depicts the history of the CWL in the Edmonton diocese from 1912 until 2012. The panels were displayed at the National Convention held in Edmonton in 2012 and at many venues and events over the years. With the approval of the Diocesan President, these panels are available on loan to any council in the Edmonton diocese to display in their parish.

### **Appendix D – Adopt-A-Seminarian**

In response to the ever-growing shortage of priests and a heightened concern about vocations, Christian Family Life Chair Linda Carten in 1998 began the “Adopt-A-Seminarian” program. Seminarians studying at Newman Theological College and St. Joseph Seminary were matched to interested councils in the Edmonton diocese. The councils “adopted” these men by praying for them, inviting them to special council occasions, sending them cards or letters, or asking them to speak at meetings. This program has met with great success and has been continued. Each year at Diocesan Fall Meeting councils sign up for a seminarian through the Christian Family Life Chair. In recent years, all seminarians have been matched with a CWL council in one of the parishes in the Edmonton diocese.

### **Appendix E – Chrism Mass Reception**

In 1978 CWL Diocesan President Frances Cover asked other council presidents to contribute to the Chrism Mass reception, which is held at St. Joseph’s Basilica on the Monday evening of Holy Week. Councils were expected to participate either with \$20 or \$10 and donations of home baking. On March 4, 1997 a motion was passed that each council in Zone 9 provide three loaves of sandwiches. On February 21, 2001 councils in Zone 9 were asked if they could provide three trays of about 120 sweets per council. Also, help in setting up, serving and clearing away would be welcomed. Rural councils



were asked to send monetary donations. On February 26, 2003 councils in Zone 9 were asked to send two volunteers from each council and to send food in the morning if possible (two loaves of sandwiches and one pan of squares per council).

Currently (2018) parish councils in Zone 9 donate \$10.00 plus two loaves of sandwiches and one pan of squares and out-of-town councils donate \$20.00 for the reception. Donations are made annually using the Parish Remittance form. Volunteers from each council in Zone 9 help with setting up, serving and clean up.

#### **Appendix F – Doreen Melton Scholarship**

In 1973 a bursary was established with the funds remaining from the National Convention held in Edmonton. The interest from the invested fund was given as a bursary. The bursary was originally given to a student, male or female, taking a family life course at a Catholic university or college. In 1978 the bursary was named the Doreen Melton Scholarship to commemorate Mrs. Doreen Melton's dedication to the League. Mrs. Melton (d. 1978) was a long-standing member who did much in establishing the CWL at the parish level in the Edmonton diocese and throughout the province. Because of Mrs. Melton's interest in encouraging vocations to the priesthood, the Scholarship is granted annually to a seminarian studying at St. Joseph Seminary.

In 2016 the principle of approximately \$25,000 was transferred to the foundation of NTS/SJS for professional management of the fund.

Each year, the Diocesan President writes to the Rector of St. Joseph Seminary requesting him to select the recipient. A candidate is only eligible to receive the Scholarship once.

#### **Appendix G – National Supplies Sales**

In response to requests from the membership, a decision was made by the Diocesan Officers to make available for sale a selection of *National Supplies* at our Fall & Midwinter Meetings and at Annual Diocesan Convention. The responsibility for ordering, maintaining and availability of the National Supplies inventory is under the purview of the Organization Standing Committee Chair. The supplies are to be sold at a 'break even' rate. Over the years, members continue to express their appreciation for this special service.

#### **Appendix H – NTC/SJS Faith, Fitness & Fun Run/Walk**

This annual event is held in late spring in support of Newman Theological College and St. Joseph Seminary. The event raises over \$40,000 each year for the college which provides theological education to Christian men and women. The college provides instruction and prepares laity, religious and ordained ministers for service and leadership to meet the needs of the Church in Western Canada.

The Faith Fitness & Fun Run/Walk attracts hundreds of participants and relies on volunteers to assist in the planning and hosting of this popular fundraising initiative. In response to a request made by the Foundation in 2011, a motion was made and passed for the officers of the Diocesan Council to be involved in the purchasing, preparation and serving of hot dogs to a maximum of \$350.00 for participants in the annual event representing an indirect donation to the college on behalf of all members in the diocese.

#### **Appendix I – Parish Buddy Calls**

In support of improving communication between the Diocesan Officers and the CWL councils in the Edmonton diocese, Organization Standing Committee Chair Mary Hunt in 2014 proposed that the Diocese adopt a '*Parish Buddies' Program*' similar to the one being used in the Calgary diocese. The

parish council list would be divided among the Officers and Zone Chairs who would from time to time call their assigned councils to bring items to their attention and to determine any concerns they might have. Phone calls would be made two or three times per year depending on the need to communicate with councils.

### **Appendix J – Poster/Essay Contest**

In 1994, in support of the Diocesan priority of “Family,” a Poster/Essay Contest for school children in all grades was inaugurated. The topic was ‘*Family-What it Means to Me*’. Subsequent Diocesan executives have continued to hold this contest each year. The theme and the questions are determined by the education & health chairperson in consultation with the diocesan officers. Parish councils are encouraged to promote this contest in their parish and schools. Winners are invited to Convention to receive their cash award, certificate and recognition from our members. The Poster/Essay Contest has received as many as 1300 entries in a single year from students throughout the diocese.

### **Appendix K – Refugee Welcome Bag Project**

In the early 1990s, the Edmonton Diocesan President was approached by Catholic Social Services (CSS), Refugee Sponsorship Program, to discuss possible help from CWL for government-sponsored refugees arriving in Edmonton through CSS. Virtually all refugees (those who must leave their home countries and therefore arrive in Canada with nothing) who come into Northern Alberta go through this facility, so it serves refugees moving to many communities throughout our diocese.

At a subsequent diocesan meeting, CWL members voted in favour of providing “welcome bags” for each refugee family, and thus began the CWL’s Refugee Welcome Bag Project. A council was recruited to administer the project on behalf of all councils within the Diocesan Council; this council prepares and delivers the bags to CSS Reception House when advised of incoming refugees.

CWL councils and members in the Edmonton diocese are asked to donate items for the refugee welcome bags and/or a suggested donation of \$25. Donations are made annually using the Parish Remittance form and the Diocesan Treasury provides the funds to the council. The council coordinating the project receives any items donated, using them as needed, until the next council takes on the project, at which time all items are transferred directly to the new council. There is no set term for coordinating this project; the coordinating council simply advises the diocesan president when they are ready to hand over the reins.

The Diocesan Council’s role is to recruit a new council to coordinate the project when needed and to circulate the list of items as requested. The project falls under the diocesan community life chairperson and reports are generally made through this standing committee chairperson.

### **Appendix L – St. Benedict Chapel**

St. Benedict Chapel, named after Pope Benedict and St. Benedict of Nursia, is located on the 2<sup>nd</sup> floor of City Centre East Mall across from Sir Winston Churchill Square in downtown Edmonton. It was under the direction of Archbishop Thomas Collins that this place of prayer was established. The Bishop wished for “an oasis of peace and serenity in a busy world”. He describes it as a “point of stillness, of peace – the presence of our Lord – at the heart of our busy world in the very centre of Edmonton”. He thought it was something important for Catholics who are working in that area or shopping or visiting that area, but also for people of other faiths who might be interested in just a quiet place of prayer.

It is served by a full-time priest-chaplain and offers daily Mass and Confession. It’s not a church as there are no funerals or weddings or baptisms. It is truly a place of prayer.

In November 2006, Archbishop Collins approached the Edmonton Diocesan Council with an invitation to become a patron of St. Benedict Chapel who would be willing to donate on a regular basis towards the cost of running the Chapel.

At the Fall Executive Meeting on Friday, September 28, 2007 at St. Mary's Parish in Red Deer the Edmonton Diocesan Council voted to sponsor the operating costs of St. Benedict Chapel for the month of May every year to a maximum of \$3,000 with voluntary contributions (via the Parish Remittance form) from CWL Councils of the Edmonton diocese and with the Diocesan Treasury covering any shortfall. At Diocesan Convention 2017, the annual sponsorship was increased to \$4500 to reflect current operating costs.