PROCEDURE FOR A CIRCLE MEETING

THE MEETING ROOM

The Chamberlain, assisted by the Marshal, is responsible for preparing the room for a Circle Meeting in accordance with the plan below.

President’s Table will be prepared with a copy of the agenda for the Meeting, the procedure for the meeting, the minutes of the last meeting, a gavel, and other items as required. The minutes of the previous meeting will be placed and remain on the President’s table for the duration of the meeting.

Insignia. The insignia of the officers will be set out in their respective places.

Attendees. The Registrar will ensure that only members of the Association and other invited persons are present at a Circle Meeting.

He will place the register conveniently near the door of the meeting room and ensure that it is signed by all attending the meeting.

A few minutes before the time of the Meeting, all will sit in their places in the Circle.

Apologies. These should be made to the Secretary or Appointed Officer before the meeting.

Visitors who are not Catenians. Visiting gentlemen sit near the Registrar as do visiting Clergy unless the President wishes Clergy to be seated closer to him. Prayers and the agenda should be provided for them.

Latecomers. Those arriving late at a Circle Meeting will signify their presence by knocking on the door of the Meeting room and will then wait until admitted by the Registrar.

- Admission is not permitted during prayers, enrolment or the formal opening or closing of a Circle.
- A late-comer will satisfy the Registrar that he is entitled to be present and will then sign the register. The Chamberlain will conduct him to a seat at a suitable break in the proceedings.
- If and only if the late-comer is a visitor and visitors have been formally welcomed will the Registrar draw attention to his arrival as follows:
  - **REGISTRAR** Brother President, I announce the arrival of Brother Christian name and surname of named Circle.
  - **PRESIDENT** Brother, you are welcome.
THE MEETING

INTRODUCTION

• This sets out the core procedure for a Circle meeting. This is the irreducible minimum which all members of the Association will recognise and expect wherever they attend a meeting.
• Circles may wish to include additional prayers to suit local circumstances and the nature of the meeting. Some suggested prayers are provided on the website.
• See the guidance on the website for dress code and the wearing of Regalia.
• Circle Presidents should plan the Circle meeting to be appropriate to the occasion and reflecting local requirements. They should conduct meetings in a respectful manner that upholds the high standards of the Association.
• Circles may consider printing their specific Procedure for their own Brothers and visitors.

OPENING OF CIRCLE

🎉 The President calls for attention by rapping once with his gavel.
A request for phones to be switched to silent may be appropriate.
A large meeting should consider the Fire Precautions statement set out at the end of these procedures.

PRESIDENT

Brothers, [and Reverend Fathers] [and Gentlemen], good evening and you are most welcome.
Brother Registrar, are you satisfied that all present have signed the register?

REGISTRAR (standing)

Brother President, I am and _____ are present, including _____ visitors, _____ visiting clergy and _____ visiting gentlemen.

PRESIDENT (rapping with gavel three times) 🎉 🎉 🎉

Would those Brothers so privileged please be vested?

(All stand)

If the National President is in attendance with the National Secretary, the latter vests him with his insignia. If the National Secretary is not present the vesting is undertaken by the Provincial / Area Councillor or a duly appointed deputy.

N.B. When all are vested then either the Marshal vests the President or the President vests himself.

[The installation (annual and casual) of Circle Officers takes place here as in the Handbook]

PRESIDENT

As the President of __________ Circle, the _____ Circle of the Catenian Association, I declare this meeting open.

[The enrolment ceremony is held now as in the Handbook, in which case:
PRESIDENT  ‘Brothers, please be seated’
and the enrolment procedure is followed otherwise, prayers continue as follows.]

PRESIDENT
Let us pray.
In the name of the Father and of the Son and of the Holy Spirit. Amen.
Come, Holy Spirit, fill the hearts of the faithful and enkindle in them the fire of your love.
Send forth your spirit and they shall be created.

BROTHERS
And you shall renew the face of the earth.

PRESIDENT
Let us pray for our Brothers and members of their families who are sick (n.n.).
Heal your servants, Lord, who are sick and put their trust in you.

BROTHERS
Send them help, Lord, and comfort from your holy place.

PRESIDENT
Let us pray for our Brothers in difficulty or need.

BROTHERS
Reach out to them, Lord, in their distress, and grant them peace of mind.

PRESIDENT
Let us pray for our families.
Lord, grant our families the grace to follow the example of your Holy Family at Nazareth, so
that our children may grow up in your love.
Lord, hear us.

BROTHERS
Lord, graciously hear us.

PRESIDENT
Let us pray for vocations to the Priesthood, Diaconate and the Religious Life.
Circles may choose to say this in unison, in which case the response at the end is omitted. If the prayer
is said in unison, it should be printed for all attending.
Heavenly Father, in your plan for our salvation you provide shepherds for your people. Look
with favour upon our homes and communities that through the Holy Spirit, men and women
may be inspired with the grace of a vocation to the priesthood, diaconate and religious life, to
care for your flock, minister at your altars and be ardent but gentle servants of the Gospel.
Lord, hear us.

BROTHERS
Lord, graciously hear us.
The President may use an alternative bidding prayer for vocations also further bidding prayers may be
offered.

PRESIDENT
Let us pray for all those Brothers and their families, who have died and especially those of our
own Circle (n.n.), and those who have died recently (n.n.).
It is customary in some Circles to read the names of Brothers recently deceased as listed in the most
recent copy of Catena, those who have died in Province but not yet announced in Catena, and others
recently deceased. In relation to the deceased Brothers of the Circle, it is often the custom to read only
the names of those whose anniversaries occur during the month of the meeting.
Let us also remember all who have been members of this Circle, and their families, who have since died as we say together:

PRESIDENT AND BROTHERS
As an alternative, just the last three lines in italics may be said.

Out of the depths I have cried to you Lord, Lord hear my voice.
Let your ears be attentive to the voice of my supplication.
If you, Lord, shall observe iniquities, Lord who shall endure it?
For with you there is merciful forgiveness; and by reason of your law I have waited for you, Lord.
My soul has relied on his word: my soul has hoped in the Lord.
From the morning watch even until night let Israel hope in the Lord.
Because with the Lord there is mercy, and with him plentiful redemption.
And he shall redeem Israel from all its iniquities.

Eternal rest give to them, Lord,
And let perpetual light shine on them.
May they rest in peace. Amen.

PRESIDENT
To mark the spirit of Brotherhood, which unites us, let us offer each other a sign of peace.

The President pauses while those in attendance exchange handshakes as a Sign of Peace, (to those close by) and then continues:

Our Lady, Queen of Peace,

BROTHERS
Pray for us.

PRESIDENT
Saints Peter and Paul,

BROTHERS
Pray for us.

PRESIDENT
Saint Thomas More,

BROTHERS
Pray for us.

An invocation to a local saint may be added here.

PRESIDENT
In the name of the Father, and of the Son, and of the Holy Spirit. Amen.
Brothers, please be seated.

ANNOUNCEMENT OF VISITORS and APOLOGIES

PRESIDENT
Brother Vice-President, please announce our visitors.

Standard Method
The names of the visitors will be read out sufficiently slowly in order of precedence (see the Handbook and Manual of Procedure) to permit each Brother as he is named to stand, bow to the President, and resume his seat, followed by non-Catenian visitors.

[Methods for large meetings are set out below at the end of the meeting procedure.]

VICE-PRESIDENT (standing)
Brother President, I am pleased to announce the attendance of (Brothers’ name, Circle name, office) etc., (title and name of any clergy in attendance), prospective member (Christian name and surname).

The Vice-President resumes his seat.
The PRESIDENT, standing will offer a formal welcome to the visitors.
A response to the formal welcome should be made usually by the most senior Catenian visitor with respect to the order of precedence.

PRESIDENT
Brother Secretary, please announce any apologies for absence which you have received.

SECRETARY (standing)
Brother President, I have received the following apologies from Brother(s);
The Secretary should give details of the apology if that is the wish of the Circle.

CIRCLE BUSINESS

PRESIDENT
Brothers, the minutes of our last meeting have been circulated (or exceptionally Brother Secretary, please read the minutes of the last meeting.) If there are no objections, I propose to sign these minutes as a true record of that meeting.

(Pause)
PRESIDENT
Are there any matters arising from the minutes not dealt with in the agenda?
The outline circle agenda is as follows

PRESIDENT
Brother Secretary please inform us about any correspondence and notification of visits.

SECRETARY informs

PRESIDENT
I have the following/no correspondence

Reports.

- Circles may wish to have standard agenda reports circulated in advance, and only take questions of clarification or urgent updates with the exception of the Membership and Welfare Reports, which should be mandatory and given orally.

- The secretary should inform the President beforehand items for which no report is to be made. This avoids the tedium of the Officer standing and stating that he has no report.

- Reports particularly if Clergy are present or Ladies are waiting for a post Circle function should be crisp and relevant. There should be a balance to ensure Brothers feel that they have been to a meaningful meeting.

PRESIDENT
Brother [ ] officer please report on [ ]
1. Membership Officer (oral report)
2. Provincial/Area Councillor
3. President’s report and announcements
4. Treasurer - (particularly the quarterly financial statement)
5. Careers and Employment Officer
6. Charity Officer  
7. Marketing  
8. Officer  
9. Chamberlain  
10. Welfare, Sickness reports [oral report]  
11. Vice-President’s/Social Secretary’s entertainments report  
12. Others (Special projects etc)  
   • Any motion to be considered, as detailed in the circular  
   • Election of officers (when appropriate)

PRESIDENT  
If any Brother has any matter to bring forward for the good of our Circle or of the Association, will he now raise it.

CLOSE OF CIRCLE  
PRESIDENT  
We shall now close this meeting. Brother Chamberlain, please call the names of the members enrolled in this Circle who are present.  
The President should acknowledge all those announced individually.  

CHAMBERLAIN  
Brother President, there are in attendance (Christian name and surname, listing the members of the Circle); myself (Christian name and surname); yourself, Brother President (Christian name and surname); and our visitors (not named individually).  

PRESIDENT  
Circles may choose to end the meeting with a prayer. If so the prayer should be said now.  
As the President of __________ Circle I declare this meeting closed. God bless our Pope and protect our faith.  

VICE-PRESIDENT  
Save our country.  

BROTHERS  
Prosper and bless our Brotherhood.  

PRESIDENT  
Brothers please remain silent while [the Chamberlain collects the Circle insignia]/ [those wearing insignia are divested].  
- see below.  
1. The Marshal divests the President or the President may choose to divest himself  
2. The National President, if present, is then divested by the National Secretary or, in his absence, by the Provincial / Area Councillor or a duly appointed deputy.  
3. The Chamberlain may then start collecting insignia  
4. Thereafter all others, except the Chamberlain, divest themselves.  
5. If required, the Chamberlain, starting with the Vice-President, goes around the Circle in anti-clockwise direction collecting the Circle insignia, before divesting himself. When he has placed all the Circle insignia on the Vice-President’s table he bows to the President.  

PRESIDENT  
Thank you, Brothers, [and our visitors] and let us enjoy the rest of the evening.
All bow to the President. The formal proceedings are thus ended.

Notes

ANNOUNCEMENT OF VISITORS FOR LARGE MEETINGS

Fire Procedures. It would be appropriate to announce evacuation procedures, for example:
Brothers, may I remind you of the procedure in case of a fire. If the alarm sounds, proceed via one of the following exits (point out where they are) then meet outside at (name the place) where the Registrar can check names against the Register.

Method for large meetings.

1. Announce the current and past members of National Council individually in order of precedence.
2. Announce the current and past members of Central, Provincial / Area Councils individually in order of precedence.
3. After 1 & 2 announce: I shall announce the remaining visitors in Circle order, firstly the senior officer present who will remain standing, while the names of the other Brothers of that Circle are announced, and as their names are called, Brothers stand and remain standing until all the members of their Circle who are present have been called. Then all those standing bow to the host Circle’s President and then resume their seats.

Very Large meetings where 100 or more visitors are attending

After 1& 2 announce: I shall announce each Circle in order with the name of the senior officer present of the Circle and the total number of Brothers attending from the Circle. All the visiting members of that Circle rise together, bow to the host Circle’s President and then resume their seats.