

GUIDELINES FOR WRITING A DOSSIER

- The dossier should be typed, two to four pages, one-sided.
- The dossier should be double-spaced, using size 12 font.
- The intention is to give a brief overview of nominee's life, recognizing her meritorious achievements as well as her hardships.
 - Her history, birth to present.
 - Her outstanding qualities.
 - How she uses her God given gifts.
 - Her personal achievements.
- Considerations
 - How do the nominee's deeds reflect a gentle and steadfast spirit?
 - How does her service reflect her love for God and her neighbor?
 - How is she a role model in your parish?
 - How has she risen above hardship and difficulties to perform her works of charity and justice?
- Tell the nominee's story
 - How has she related to her own family, extended family, parish family?
 - How does she show compassion for her community?
 - How is she concerned for youth, seniors, the disadvantaged members of her community?
 - How has she served her church through activities such as Eucharistic Minister, other leadership roles or CCW officer or commissioner in the parish, deanery or diocese?
 - How has she used her time and her talent to address her concern for her community, country and the world?
 - How does she show her Christian spirit in life?
- It is important to keep her identification out of the dossier so judges do not recognize the nominee.
- No name of parish, pastor, town, or place of employment should be included.
- Each Parish CCW Pax Christi Chair or Contact submits its nominee's dossier to the Diocesan Pax Christi Chair.
- Deadline for submission is determined each year by Pax Christi chairperson.