



**Society of Saint Vincent de Paul**  
**National Council of Canada**



# **MEMBER ORIENTATION**

## **CONFERENCE LIFE**

Please view presenter notes available by pointing the mouse on the orange symbol in the top left of each page.

# **THE CONFERENCE**

Revised August 2016



# OUR FAMILY MEMBERS

- National Council
- Regional Councils (5 in Canada)
- Central Councils
- Particular Councils
- **Conferences** – attached to Particular Councils, or may be called “isolated” meaning standalone conferences
- Special Works – most commonly belong to Central or Particular Councils, but may belong to individual Conferences



# THE FAMILY BYLAWS:

## The Mission and Values statements

The Society of Saint Vincent de Paul is a lay Catholic organization whose mission is:

- **To live the Gospel message by serving Christ in the poor with love, respect, justice and joy.**

The Mission of the Society of Saint Vincent de Paul implies that as Vincentians we:

- **See Christ in anyone who suffers;**
- **Come together as a family;**
- **Have personal contact with the poor;**
- **Help in all possible ways.**



# THE CONFERENCE FAMILY:

- **A community of faith and friendship**
- **A community of action, offering personal contact with all in need, in a variety of ways**
- **Offer regular spiritual and temporal orientation and training to members**
- **Celebrate our differences and diversity**
- **Work together and with partners to find solutions to generational poverty**

# MEMBERS OF THE CONFERENCE FAMILY

- Live our faith and act on our values
- Make a difference
- Help the best ways we can



WHAT PROMPTED YOU TO GIVE US A TRY –  
DID SOMEONE SAY “COME AND SEE WHAT  
WE DO”





# THE FIRST STEPS

- The Application and the Interview
- The Screening and request for a Police Check – Why?
- Agree to actively participate in conference duties

## DID YOU KNOW

The average conference does 30 home visitations a month and spends an average of 17 minutes per visit.





# MEMBERS' GOALS – WHY WE SERVE

- Seek and serve those in need
- Attend and join in meetings and other committee works and activities
- Never be afraid to act

**The poor will insult you.  
The ruder they are, the  
more dignified you  
must be.**

**Remember, Our Lord  
hides behind those  
rags.**

**Blessed Rosalie Rendu  
(1786 – 1856)**





# CONFERENCE AND MEMBERS RESPONSIBILITIES AND GOALS

- Refer to the Rule Book frequently when making conference decisions
- Work with parish groups and other service providers to bring full services to those in need
- Set yearly service goals for numbers and activities
- Seek and serve those in need in ways that meet their needs
- Ensure all activities undertaken by your conference are aimed at making life easier for those we help
- Attend and participate in meetings on a regular basis
- Pray!



# SHORT TERM CONFERENCE GOALS

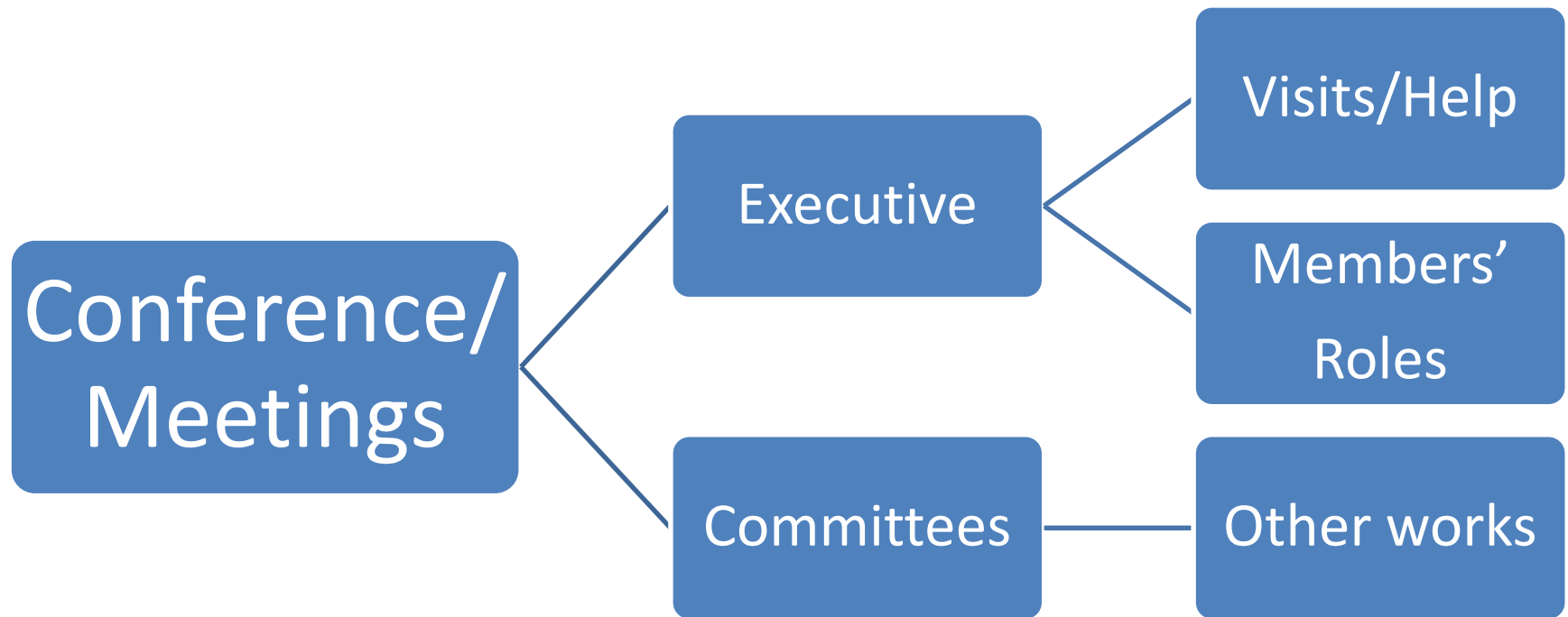
- **Plan regular parish reports and recruitment drives – respond to enquiries PROMPTLY**
- **Complete Annual reports fully and on time**
- **Run regular training sessions – bring in trainers if possible**
- **Review screening procedures and insurance needs to keep up to date on changes**
- **Attend other SSVP meetings as required**
- **Work on succession planning BEFORE the president's term is up**



# LONG TERM GOALS

- **2 year plans – 5 year plans – 10 year plans**
- **Capital expansion – new store, housing units, replacing older buildings, or rented premises**
- **Conference rejuvenation; emergency and contingency plans**
- **A milestone year is coming – how do we celebrate this**

# NOW – Back to YOUR CONFERENCE





# HALLMARKS OF A HEALTHY CONFERENCE

- Offers a Spiritual message at every meeting
- Sets short and long term goals, review plans and activities regularly
- Orients and trains new members, hold retraining and education sessions for all members
- Plans for executive replacement as mandated in the Rule Book
- Recruits regularly, advertises services
- Makes the conference known in the community
- Has fun !



# **GOOD HABITS - to practice for Conferences and members**

- **Learn how to do any tasks properly**
- **Ask questions if you do not know something**
- **Read and study Rule Book and procedures**
- **Support an active spiritual life in your conference**
- **Be willing to move up the hierarchy in your conference**
- **Overcome difficulties and dissension among each other**
- **Love each other !**



# CONFERENCE ROLES

- President
- Vice President(s)
- Secretary
- Treasurer
- Spiritual Advisor
- Committee Chairs
- General members





# PRESIDENT

- Elected for a specific term and respects the term of office
- Dedicated and spiritually motivated
- Maintains close ties with other organizations
- Keeps members focused on the operations and activities of their conference
- Fosters their spiritual growth
- Prepares retention and succession plans



# VICE - PRESIDENT

- Is appointed by the President
- Main task is to stand in for the President as required
- May have other specific tasks
- May chair a specific committee



# SECRETARY

- Is appointed by the President
- Ensures the confidentiality and safety of all correspondence and member records
- Keeps and sends out the minutes of any meeting
- Keeps records of any official Motions made by the executives and/or the members
- Participates in preparation of the Annual Reports
- Maintains Member Records

# TREASURER

- Appointed by the President
- Handle collections recordings and deposits
- Issues regular financial reports to the Conference
- Prepares and issues the Annual Financial Report

**9.3 E** Society of Saint-Vincent de Paul - Société de Saint-Vincent de Paul  
National Council of Canada - Conseil national du Canada  
**ANNUAL FINANCIAL REPORT - CONFERENCES AND COUNCILS**  
for the Fiscal Year, January 1 to December 31, 20\_\_

Name of reporting Conference/Council: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

Did the Conference/Council issue tax receipts? Yes  No   
If "Yes", enter charity number: \_\_\_\_\_

Does the reporting Conference/Council have its own charitable number? Yes  No   
If "Yes", enter charity number: \_\_\_\_\_

Did the Conference/Council incur tax receipts? Yes  No   
If "Yes", enter charity number: \_\_\_\_\_

LINE	DESCRIPTION	AMOUNT	CONSOLIDATED (For Councils only)
1	Donations and Bequest		
2	Funding from Councils or Conferences		
3	Funding from other Registered Charities		
4	Door Box Collection		
5	Bank Interest		
6	Bank Interest and Investment Income		
7	Fundraising		
8	Government Grants		
9	Special Works Exchange		
10	Other revenue not included in the amounts above (Please specify: _____)		
11	<b>TOTAL REVENUES</b>		

LINE	DESCRIPTION	AMOUNT	CONSOLIDATED (For Councils only)
12	Advertising and Fundraising Expenses	\$ 0.00	\$ 0.00
13	Travel Expenses		
14	Vehicle Expenses		
15	Office Supplies		
16	Member Education and Administrative Expenses		
17	Bank Charges and Interest		
18	Special Works Expenditure		
19	Training Contributions		
20	Contributions passed up to Councils		
21	Assistance to Conferences (Councils Only) (Please specify: _____)		
22	<b>TOTAL EXPENSES</b>		
23	<b>NET INCOME (LOSS) FOR YEAR (Line 11 - Line 22)</b>		

Annual Report - Section E: for Conferences and Councils (9.3 E)  
Orig: 06/2010, Rev. 12/2012

Date: \_\_\_\_\_

Reports can be sent electronically by email. However, a signed paper copy must still be provided to the next higher Council. (All forms are available on our website: [www.svs2.ca/eng/Forms](http://www.svs2.ca/eng/Forms))

Conferences: Please forward your Report, Sections A-R, and Section E (Financial Report) to the next higher Council.

Particular, Central and Regional Councils: Please forward your report, Sections A-R, C-D and E (Financial Report) to the next higher Council.

Annual Report - Section E: for Conferences and Councils (9.3 E)  
Orig: 06/2010, Rev. 12/2012

# SPIRITUAL ADVISOR

- Fosters the spiritual life of the Conference
- Leads Spiritual readings and discussions

Appointed by  
the President





# COMMITTEE CHAIRS

- Message service and Help calls organizer
- Team visiting coordinator/visit recording/ records keeper
- Volunteer coordinator/trainer
- Fundraising
- Special projects coordinator
- Social Justice coordinator
- Social Committee



# OTHER CONFERENCE 'JOBS'

- **SPECIFICS:**
- Parish Funds collections "at the door"
- Monthly counting and collection teams
- Annual reports contributions
- Recruitment drives and followup
- **GENERAL:**
- Message taking
- Phone calls retrieving
- General duty at information booth
- Being visible in your parish and demonstrating your Joy in Serving





# QUESTIONS ???

- **What didn't we cover?**
  
  
  
  
  
  
  
  
  
  
- **What might be your take-home goals from this session ?**



**Thank you for attending – And  
God bless you and keep you safe**

**When you return to your  
conference – bookmark some  
website sources – such as the  
National and Regional sites, and  
other local sites such as your  
Particular Council, Conferences  
and Thrift Stores, or other special  
groups for reference purposes**