



Secretary Job Description

The Secretary has an essential and important contribution to the fulfillment of the mission of the Society, and the daily operations and development of the Conference.

Responsibilities

- Give or cause to be given notice of all meetings of the Conference;
- Attend meetings of the Conference;
- Ensure that all votes are recorded and minutes kept of all proceedings;
- Maintain all conference records, including: aggregation, formal documents, meeting attendance, client data and annual report;
- Maintain member contact and training information in the national database.
- Organizes and prepares any correspondence for the Members in conjunction with the President.

Skills

- Ability to effectively use computer programs such as Word, Excel, national database or other programs used by the Conference for record-keeping and/or communication;
- Good written and oral communication;
- Ability to complete and submit required reports

Sample Minutes from Conferences

ST Vincent DePaul Minutes

June 22, 2011

Meeting Called to Order...By President Mike Hurst, at St. Peter's Catholic Church Library.

Devotion... Kateri Simmons read a prayer from St Frances of Assisi, and members discussed ways to follow his words, in the work we do with our clients.

Minutes...Minutes from the June 8, 2011 meeting were reviewed and approved. There were 7 members present at this meeting. Members discussed meeting in July only once, due to vacations, but all decided it was still necessary to meet on July 13th after our next collection and on July 27th to go over our August Bake Sale. Daniela said she will be out of town on July 13th and Kateri volunteered to take the minutes during that meeting.

Treasurer's Report...Treasurer, Cindy Jabaley, gave an update on our balance, with a list of clients served and expenses paid since the last meeting. Our balance as of June 22, 2011 is \$5,267.47, of which about \$2,100 was still designated to be used for the Tornado victims in our Community as well as the Warm Springs area. Our next SVDP collections will be on the weekends of July 10th and August 14th.

Mike asked members if we should check with the several Churches that twinned with us, to use their designated funds only for tornado victims, if they can be used for our regular clients. We had few calls coming in for tornado funds at this time. Members agreed many of our clients were in desperate need as well and asked Mike to follow up on his request.

Old Business...Judy Weckman gave an update on the food pantry and said she had purchased some items we were low on. She said we had baby food donated as well and to take some when visiting anyone with an infant. She asked members that might have food coupons for free items or gas to consider donating these items to our Food closet. It was also mentioned that we would follow up with Peggy Genova to see if she checked with the LaGrange Food Bank to see if they had a way to pick up donated food from the Atlanta office, which could be used locally. We can also refer our clients to the local food closet, as well.

Mike told members that Father Book had appointed him to the Church Council and wanted a member from each of St. Peter's organizations to be on the Council as well. Members congratulated him and hoped he would be a strong voice for our local SVDP needs. He said the Council will meet once a month starting in August.

Church Decals were discussed and Mike said the Hispanic Ministry had asked to take this project and SVDP members would not have to sell these as previously planned.

Dates to Remember...Mike asked members to think about attending Vincentian University, which includes many workshop programs for members. The closest one to LaGrange will be held on August 6th at Holy Trinity in Peachtree City. Several members mentioned they would like to attend and will register for it. More details will be discussed at a later meeting.

New Business...Mike had emailed members before this meeting to read over the information about candidates that were running for Regional & National Council President. Therefore members would be informed in advance, and be able to vote at the meeting on the Candidates. Members briefly discussed the Candidates and voted on William Migley for

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Regional Vice President and Terry Wilson for National Council President. Mike will submit the votes to the Atlanta Archdiocese Council.

The Annual Archdiocesan Collection was discussed. It will be held the week after our monthly collection in July, and may confuse Parish members into thinking we are asking for 2 collections in one month. Mike held up a flyer we could put in the Bulletin, but it too was not very clear, and members voted to put a notice in the bulletin instead, reminding Parishioners that this was an Annual Collection to the Atlanta SVDP Archdiocese.

Fundraising...Mike mentioned our next Bake Sale will take place on the weekend of August 6-7, and details will be discussed at the last July meeting, closer to that date.

Client Case Discussion...A condensed list of clients that were put in Erecords was discussed, and members selected the cases that were the most worthy to recommend assisting, after a home visit was done. Those we could not help would be called back and given suggestions or other resources they could also try. After discussing the cases we could assist, only funds allotted for tornado victims were still available, until we check to see if those funds can be used for our local clients, not affected by the tornado. A small emergency fund was also kept in the treasury.

Intake...Mike reminded members we only take calls on Mondays and Tuesdays. Members signed up to do intake during the next few weeks, before our next meeting. Mike said to be especially aware of anyone calling for assistance if they are tornado victims. Also he will check the hot line from Wednesday to Sunday for any type of emergency calls. It was suggested not to take calls on Monday, July 4th, since many members would be unavailable.

Closing Prayers...Kateri Simmons led the group with closing prayers.

President Mike Hurst told members that our next meeting dates would be on Wednesday, July 13th and July 27th, in the Church Library, at 6:30PM. The meeting was then adjourned.

Respectfully yours

Daniela Chase, Secretary

St. Vincent de Paul Society, Atlanta Council, Minute Sheet
For each regular Conference meeting
Conference Activities

DATE _____

The regular meeting of the Conference was called to order by _____
At _____ a.m./p.m. Opening prayers were said. A selection from _____
was read by _____ on the subject of _____.

Roll call showed an attendance of _____ members. The previous minutes were read,
amendments (if any) _____.

Special Works (specify, e.g. formal temporary housing program, Lifeskills classes at Conference,
food pantry, seasonal baskets, etc.):

of People Served through Special Works: _____ # of Volunteer Hours: _____

Other Volunteer Hours: (e.g. Officer meetings, recordkeeping, etc.) _____

Reports on Special Projects or Programs *Please remember to keep an updated Domestic and/or
International Twinning Partners Contact List to be submitted with your Conference Annual Report.

Assignments to Cases or Projects:

Communications –SVdP news/newsletters, reports, information to Parish or Pastor

New Business

Bills authorized for payment

1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

Spiritual Advisor's remarks:

At close of business a collection was taken up amounting to: \$_____. Final prayer offered.

Signature of Secretary

Signature of Treasurer

Signature of President

Signature of Other Officer Present

Society of St. Vincent de Paul
Parliamentary Procedures
Based on Robert's Rules of Order

Parliamentary Procedure is a set of accepted rules for conduct and decorum at meetings that allows everyone to be heard, to make decisions in an orderly and timely fashion and to record those decisions in a reliable and consistent manner.

The Society of St. Vincent de Paul does not have a written constitution. The Councils and Conferences of the Society follow the Rule and Manual of the Society as articulated through the International and affiliated National Councils. The Rule and its corresponding Manual serve the same function as a constitution.

Additionally, Diocesan and District Councils and Conferences have Bylaws, governances and/or policies that further define the scope and function of their activities and how the business of that assembly is conducted. All such Bylaws, governances and/or policies are valid if and only if they are congruent with and in agreement with the Rule of the Society.

The latest version of *Robert's Rules of Order* serves as the default rules of order for the National Council of the Society of St. Vincent de Paul and its affiliated Councils and Conferences.

The Diocesan Councils, the Diocesan Council Boards, District Councils and Conferences of the Society of St. Vincent de Paul follow a fixed order of business or agenda. The general orders of the day are as follows:

Agenda – (General) Orders of the Day

Call to Order
Opening Prayer
Spiritual Reading & Reflection
Roll Call of Members
Approval of Minutes
Treasurer's Report Secret
Collection
President's Reports
Committee Reports – Includes District and/or case reports
Special Orders - Important business previously designated for consideration at this meeting.
Unfinished Business
New Business
Announcements
Adjournment
Closing Prayer

Guiding Principle of Robert's Rules of Order

- The well-being of the group, organization or society is paramount.
- All members are equal and should have equal rights and access to participation.
- Matters should be considered one at a time according to their importance.
- There should always be full discussion on a matter before action is taken.
- Discussions and actions should focus on propositions rather than persons.
- Propositions, in most cases, need to yield to privileges.
- There should be no discussions for interruptions.
- There should be no discussion for suspensions.
- Under normal circumstances, no proposition may be placed before the assembly in the same form for a second time.
- Under normal circumstance, the majority rules and makes all decisions.
- A two-thirds majority is required for extraordinary questions or propositions.
- Silence by the assembly gives implied consent and the assembly may move forward as if the matter has been adopted.

There are Four Basic Types of Motions

- 1. Main Motions:** The purpose of a main motion is to introduce items to the assembly for consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
- 2. Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and such a motion is voted on before a vote on the main motion is taken.
- 3. Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
- 4. Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other pending motion.

Restrictions to a Main Motion

A Main Motion:

- a. must not be in conflict with the Rule, Bylaws or parliamentary procedures of the Society.
- b. must not conflict with or duplicate a motion or resolution previously made and rejected.
- c. must not conflict with or duplicate a motion previously made, but not yet disposed of.
- d. must be offered at a time when no other business is before the assembly.
- e. if presented as a resolution, must always be in written form.

Presenting a Main Motion

1. **Obtain the floor**
2. **Present resolution or main motion** that is in order according to the Bylaws requirements for certification and written notification/distribution to the (Arch)Diocesan Council, District Council and/or Diocesan Council Board or by Policies previously adopted to deal with the Resolution before the Board.
3. **Make your motion** by stating it in the affirmative, being clear and concise. If the motion is long and/or complex, submit it to the Chair in writing.
4. **Wait for someone to second your motion.** Another member will second your motion or the Chair will call for a second.
5. **If there is no second, your motion is lost.**
6. **The Chair states your motion.**
 - a. The Chair will say, "It has been moved and seconded that we " By stating the motion, the Chair places your motion before the assembly for consideration and action.
 - b. The assembly then either debates the motion or moves directly to a vote.
 - c. Once your motion has been presented to the assembly by the Chair it becomes property of the assembly, and cannot be changed by the author without the consent of the members.
7. **Expanding on Your Motion.**
 - a. The time for you to speak in favor of your motion is at this point not at the point when you originally presented the motion or resolution.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chair.
 - d. The mover may speak again only after other speakers are finished unless called upon by the Chair.
8. **Ways of Putting the Question to the Membership.**
 - a. The Chair asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. A motion to move the previous question is adopted.

Means of Taking A Vote – the means used is determined by the Bylaws of the voting Council and/or by the situation.

1. **By Voice** – The Chair calls for those in favor the "ayes" and those opposed the "nays". Any member may move for an exact count.
2. **By Roll Call** – Each member answers yes or no as their name is called.
3. **By General Consent** – When a motion is not likely to be opposed, the Chair says, "If there is no objection..." The membership shows agreement by their silence, however if one member says, "I object" the items must be put to a vote.

4. **By Division** – This is a slight variation of a voice vote. It does not necessarily require an exact count. Members raise their hands or stand.
5. **By Ballot** – Members write their vote on a slip of paper or ballot. This method is used when secrecy is desired. The results are then announced with an exact count.

Tips in Parliamentary Procedure

- **A main motion must be moved, seconded and stated by the Chair before it can be discussed.**
- **If you want to move, second, or speak to a motion,** obtain the floor and address the Chair.
- **If you approve the motion as is,** vote for it.
- **If you disapprove of the motion,** vote against it.
- **If you approve the idea of the motion but want to change it,** amend it or submit a substitute for it.
- **If you want advice or information to help you make your decision,** move to refer the motion to a committee with instructions to report back to the assembly.
- **If you feel that the pending question(s) should be delayed so a more urgent business can be considered,** move to lay the motion on the table.
- **If you want time to think the motion over,** move that consideration be postponed to a certain time.
- **If you think further discussion is unnecessary,** move the question.
- **If you think that the assembly should give further consideration to a matter already voted upon,** move that it be reconsidered or rescinded.
- **If a motion has several parts, and you wish to vote differently on these parts,** move to divide the question.
- **If you wish to consider a matter outside of the time lines of the assembly's own house rules,** move to Suspend the Rules. The suspension must be limited in nature and specified in the motion.
- **If you wish to consider items out of the normal order or the order listed on the assembly's agenda,** move to change the Orders of the Day.
- **If you wish to avoid discussing or taking action on a given matter,** object to the consideration of the question. This action should be taken if the matter for consideration is clearly outside of the mission or scope of the assembly's responsibilities or areas of control or in conflict with the Rule of the Society or existing Bylaws and/or governances.

Totally Wrong Phrases

So Moved! - This is a common statement that means nothing. A member of the assembly must state the actual motion so as to avoid confusion in the assembly. Everyone has the right to know exactly what is being moved and discussed. The phrase "So moved!" is vague and pointless and should never be allowed in a formal meeting. Always state your motion

clearly to the Chair.

I Move to Table – First of all, the correct motion is “Move to Lay on the Table”. According to Robert’s Rules of Order, this motion is in order only as a temporary interruption of the agenda, so as to allow something special and urgent out of turn to be taken up. It is not intended to kill a motion. If members wish to kill a motion, let them use the correct motion – “Move to Postpone Indefinitely”.

Call for the Question - This is not a motion. The person calling out, “Call the Question” is being disruptive and disorderly, if another person has the floor. At best, it is a nagging hint for the Chair to stop the discussion and get on with the voting. Discussion is a vital part of the assembly’s work and duties. The members wishing to discuss an agenda item have the right to speak. A motion to stop the discussion (“I move the main question”) actually requires a 2/3 majority vote to be adopted. One persistent voice can not stop discussion on an item.

I Make A Motion - While motions are always made or offered by a member, the word *make* is not actually used in the text of the motion. A person is said to make a motion, but the words used are “I move that.....” The member is then said to have moved a particular proposal.

Ways to Modify A Main Motion or Resolution

- 1. Between the time that a motion is made and before the Chair states the motion**, any member may informally offer modifying suggestions to the maker of the motion. The maker may accept or reject that member’s recommendations.
- 2. After the Chair has stated the motion**, the maker may request unanimous consent from the members to modify the motion. Remember that at this time, the motion belongs to the assembly not the mover.
- 3. By means of a subsidiary motion to *Amend***, any member may, before the motion has been voted upon, propose changes to the main motion under consideration.
- 4. If a motion requires further study**, the members may vote to ***Refer the Main Motion to a Committee***. When the committee returns the motion to the assembly, the committee normally proposes amendments for the assembly to vote on.
- 5. Sometimes the motion is so complex** that the only way to do it justice is for a member to urge its rejection and offer to propose a simpler version as a ***Substitute Motion***. Upon defeat of the complex motion, anyone may propose the ***Substitute Motion***.

How to Amend a Motion

As a matter of survival, the most common motion a member needs to know completely is the ***Motion to Amend a Pending Motion or Resolution***.

The difficult part is remembering that the more urgent motions cannot be amended.
– *Adjourn, Question of Privilege, Orders of the Day, Lay on/Take from the Table, Previous Question, Point of Order, Appeal, Parliamentary Inquiry, Suspend the Rules, and Reconsider.*

During the debate step of a Pending Motion, one may move to Amend the Pending Motion. All one needs to remember is that there are only three ways to change/amend a pending motion.

- 1. You can move to amend by inserting words or paragraphs.**
- 2. You can move to amend by striking out words or paragraphs.**
- 3. You can move to amend by striking out and, at the same time, inserting words or paragraphs.** One can even **amend by substituting** entire paragraphs or the complete motion.

During the discussion phase of an amendment, you can also move *to Amend the Amendment*. **You can only amend the amendment by striking or inserting words.** You cannot amend a separate part of the Main Motion not covered in the amendment currently under discussion. After the current amendment is voted upon, you can amend the motion again and amend this new amendment.

It is important to remember that at all times the reports and discussion of matters before the assembly flows through the Chair. All comments and questions should be addressed through the Chair. In order to adequately answer the questions, the Chair may in turn yield the floor to a member of the assembly, a committee representative and/or a staff member/ advisor to the assembly. The person yielded to has the floor only in as much as they are answering that specific question. Subsequent questions must go through the Chair.

Main motions and resolutions being proposed and introduced by a group of individual assembly members or a committee require no second.

A motion is adopted as stated by the Chair not the mover. It is of vital importance that the mover corrects the Chair immediately if the motion is stated or presented incorrectly.

As stated above, Robert Rules of Order are the default rules. They apply to all business activities unless the (Arch)Diocesan Council, District Council or Conference has established a specific procedural rule that is different. If a specific procedural rule has been made that is in conflict with Roberts Rules of Order, the specific procedural rule must be complied with.

Robert's Rules of Order Motions Chart (www.rulesonline.com)

Privileged Motions - in order of their precedence. A motion can be presented if it is higher on the chart than the pending one. A privileged motion is to bring up items that are urgent or special and unrelated to pending business.

Purpose of Motion	You say:	In order when someone else has the floor.	Requires a second	Debatable	Amendable	Vote required
Close meeting and fix time for next meeting	I move to adjourn until (state time and place of next meeting)	No	Yes	No	Yes	simple majority
Close meeting	I move to adjourn.	No	Yes	No	No	simple majority
Take a break	I move to take a recess for....	No	Yes	No	Yes	simple majority
Register a complaint	I rise to a question of privilege - state complaint.	Yes	No	No	No	None
Follow the agenda	I call for the Orders of the Day	Yes	No	No	No	None

Subsidiary Motions - in order of their precedence. A subsidiary motion is introduced to change or affect how a main motion is handled. A motion can be presented if it is higher on the chart than the pending one.

Purpose of Motion	You say:	In order when someone else has the floor.	Requires a second	Debatable	Amendable	Vote required
Temporarily lay aside pending business	I move to lay the question on the table	No	Yes	No	Yes	simple majority
Close debate	I move the previous question	No	Yes	No	No	2/3 majority
Limit or extend debate	I move to limit or extend debate (indicate new limits).	No	Yes	No	Yes	2/3 majority
Put aside to a set date (special order)	I move to postpone the question until.....	No	Yes	Yes	Yes	simple majority
Follow the agenda	I call for the Orders of the Day	Yes	No	No	No	None
Refer pending business to committee	I move to refer the question to..... committee	No	Yes	Yes	Yes	simple majority
Change the main motion	I move to amend the motion (state proposed change)	No	Yes	Yes	Yes	simple majority
Put aside indefinitely (Kill the motion)	I move that the question be postponed indefinitely	No	Yes	Yes	No	simple majority

Main Motion - A main motion is to introduce items to the assembly for consideration. They cannot be made when any other business is pending and yield to privileged, subsidiary and incidental motions.

Purpose of Motion	You say:	In order when someone else has the floor.	Requires a second	Debatable	Amendable	Vote required
Introduce item for consideration	I move (state motion or resolution for consideration)	No	Yes	Yes	Yes	Simple majority unless otherwise specified
Approval of minutes	I move to approve the minutes	No	Yes	Yes	Yes	simple majority
Reconsider action previously taken	I move to reconsider Mover must have voted on the prevailing side.	Yes - if person has not begun to speak	Yes	Same as original motion	No	simple majority
Reverse previous action taken or amend previously adopted item	I move to rescind or I move to amend	No	Yes	Yes	Yes	2/3 with notice simple majority of entire membership without notice
Take from the table	I move to takefrom the table	No	Yes	No	No	simple majority

Incidental Motions - no order of precedence. These motions arise incidentally and are decided immediately. An incidental motion is to provide a means to question procedure concerning other motions and must be considered before the pending motion.

Purpose of Motion	You say:	In order when someone else has the floor.	Requires a second	Debatable	Amendable	Vote required
Object to procedure or personal affront	I rise to a point of order	Yes	No	No	No	None
Vote on ruling of the Chair	I appeal the decision of the Chair	Yes	Yes	Yes	No	simple majority
Parliamentary Inquiry or Point of Information	Point of inquiry or Point of information	Yes - if urgent	No	No	No	None
Withdraw a motion	I move to withdraw the motion	No	Yes - if mover No - other	No	No	simple majority
Suspension of the rules	I move to suspend the rules (specify reason)	No	Yes	No	No	2/3 majority
Object to consideration of question	I object to consideration of this question	Yes	No	No	No	2/3 majority
Method of voting	I move to vote by	No	Yes	Yes	Yes	simple majority

Prayers for Use at the St. Vincent de Paul Meetings



OPENING PRAYER

L: In the Name of the Father...

ALL: Amen.

L: Come, Holy Spirit, live within our lives.

ALL: And strengthen us by your love.

L: Send forth your spirit and new life will be created.

ALL: And the whole face of the earth will be renewed. **Our Father...**

L: Let us reflect on the words of Our Lord Jesus Christ, recalling His unity and presence among us: "Where two or three are gathered together in My Name, there am I in the midst of them."

(Short Silence - Light Candle)

ALL: Lord Jesus, deepen our Vincentian spirit of friendship during this meeting, make us responsive to the Christian calling to seek and find the forgotten, the suffering or the deprived so that we may bring them Your love. Help us to be generous with our time, our possessions and ourselves in this mission of charity. Perfect in us Your love and teach us to share more fully in the Eucharistic Sacrifice offered for all. **Hail Mary....**

L: St. Vincent de Paul.

ALL: Pray for us.

L: St. Louise de Marillac.

ALL: Pray for us.

L: Blessed Frederic Ozanam.

ALL: Pray for us.

L: Blessed Rosalie Rendu.

ALL: Pray for us.

L: All Holy and Blessed members of the Vincentian Family.

ALL: Pray for us.

There is NO SIGN OF THE CROSS at the end of the Opening Prayer, the entire meeting is a prayer.

AGENDA FOR CONFERENCE MEETINGS

1. Opening prayers
2. Spiritual reading and discussion
3. Secret collection
4. Roll Call
5. Minutes of preceding event
6. Treasurer's report
7. Correspondence
8. Membership report:
 - New candidates for membership proposed
 - Conference action on candidates previously proposed
 - Welcome of new members
 - Deaths
 - Resignations
9. Home Visit reports:
 - Conference action on families and individuals under care.
 - Payment of bills and issuance of money orders voted.
10. Committee reports.
11. Special works reports: visitation of nursing homes, prisons, etc.
12. Assignment of visitors for new cases or needs requiring Conference action.
13. Plans for advancement of the Society's charitable involvement, growth, or funding.
14. Closing prayer.

CLOSING PRAYER (OPTION A)

L: Father, grant that we who are nourished by the Body and Blood of Christ in the Holy Eucharist may realize the depths of our needs, respond more spontaneously to the suffering of others, and come to love you more deeply by service to our neighbor.

ALL: Grant us also the wisdom and strength to persevere when disappointed or distressed. May we never claim that the fruitfulness of our apostolate springs from ourselves alone. United in prayer and action, may we become a visible sign of Christ and may we give witness to His boundless Love which reaches out to all and draws them to love one another in Him.

L: We thank you, Lord, for the many blessings which we receive from those whom we visit. Help us to love and respect them, to understand their deeper needs, and to share their burdens and joys as true friends in Christ.

ALL: Lord, it is through your inspiration that so many people are generous in providing us with the resources to serve those in need. Bless and protect our benefactors who sacrifice and share so that our hands will be filled with gifts.

L: That the cause for the Canonization of Frederic Ozanam, who excelled in the virtue of Christian love, be advanced.

ALL: Lord, hear us.

L: In the Name of the Father...

ALL: Amen.

CLOSING PRAYER (OPTION B)

L: Let us pray for our particular intentions.

L: That those whom we visit find Your gift of confidence, courage, and peace by our concern for their needs.

ALL: Lord, hear us.

L: That our Holy Father the Pope be enlightened and strengthened in his leadership; that all members of the Society, their families, any who may now be in need, and all those who help us in our work be attracted by Your love and live fulfilling lives.

ALL: Lord, hear us.

L: That the Society and this (*Conference, District, Committee*) be blessed with continual growth and renewal in its mission to help overcome suffering.

ALL: Lord, hear us.

L: That we accept with new enthusiasm our calling to make visible our unity in Christ by working together with all Christians in service to the needy.

ALL: Lord, hear us.

L: That the cause for the Canonization of Frederic Ozanam, who excelled in the virtue of Christian love, be advanced.

ALL: Lord, hear us.

L: That our departed friends and relatives, our Vincentian Brothers and Sisters, and those whom we have served be welcomed into Your Kingdom and joined in love.

ALL: Lord, hear us.

L: In the Name of the Father...

ALL: Amen.

THE MISSION OF THE SOCIETY

Spirituality, Fellowship & Friendship

Serve those in need

Giving others the opportunity to serve

Procedures for Admitting New Members

When a prospective member attends his/her first meeting, the conference should introduce itself, one-by-one, to the prospective member. The President then provides a short explanation of the basic procedures in the conduct of the meeting and invites the prospective member to participate in any of the discussions. If the prospective member was invited to attend by a current member, that current member should be assigned to assist the prospective member and to encourage him or her to attend the next meeting (calls to remind them of the upcoming meeting and/or offers to pick them up and take them to the meeting). If not invited by a current member, the Secretary should assist the prospective member. The President should ask the prospective member(s) if they would like to accompany a team on a visit to clients. If yes, they should accompany one of the more experienced teams. Make sure they are informed that they can be a part of the conversation with the client so they don't feel like an uninvolved tag along.

Upon attending the next meeting they should be informed of the procedure for becoming an Active (full) member of the society. Active (Full) Members are those that participate regularly in the prayer life, meetings, and charitable activities of the conference or council (Statute 3).

An Active (Full) Member accepts the Rule and Statutes of the Society, belongs to the Catholic Church, and is received as a Vincentian brother or sister into the Society's conference or council with which he or she is affiliated (Statute 3). If the candidate decides to continue, the conference President, or Secretary provides the New Member Welcome Packet to the member. Thereafter, they are to attend one of the Ozanam Orientation and Home Visit Orientations offered through Vincentian University, within one year. The Council Office will send a certificate of completion to the Conference President to give to the new member, so the Conference knows when this requirement is fulfilled.

Prospective members are expected to attend conference meetings regularly for six months. Unless they do not feel comfortable visiting clients, they should be assigned to accompany a team or be the second party if one team member is not available. No prospective member should be assigned to manage a case until they have completed all the requirements and have been designated a full-fledged Active Member of the society.

If the prospective member feels uncomfortable to go on visits, the President or Secretary should find out what interests or talents the prospective member may have (Use the Membership Application Form as a resource) and then explain that there are other important background type of activities they could fill to include visiting nursing homes, answering the phone when clients call, working in the pantry or in a Thrift Store, etc. They should be informed that there are many committee positions at the council level where they may be able to use their God given talents in helping the poor. Every effort should be made to find some activity within SVdP that they would like to do. All persons, Catholics in particular, should be interested in their spiritual growth, the prime goal of the SVDP society. They can just attend meetings to grow spiritually or to develop in friendship the second goal of the Society, if that is all they wish to do, and by contributing to the secret collection they are also providing for the poor. Prospective members should not be lead to believe early on or be told that SVdP is not for everyone until after appropriate effort has been made to find where their talents would be helpful in serving the poor. If, after this effort,

the prospective member feels that SVDP is not for them, then it would be kind and a form of encouragement to let them know that SVdP is not for everyone and that they may find fulfillment in some other organization or activity.

Pope Gregory XVI approved the Society in 1845; both he and Blessed Pius IX enriched the Society with Indulgences. According to the Doctrine of Indulgences, issued by Pope Paul VI on January 1, 1967, "An indulgence is the remission before God of the temporal punishment due to sins already forgiven as far as their guilt is concerned." Members may gain a plenary indulgence on the day of their admission to the Society, and when participating in a Festival Meeting, provided they make their Confession, receive Communion, pray for the intentions of the Pope, and promise to observe faithfully the Rule of the Society. Conference presidents inform new members of the plenary indulgences they can obtain, and they fix the "formal" date of admission with this in mind (Manual Page 10).

The commissioning of new members of the Society should take place after they have gained experience in the Society (Statute 4) along with the proper training. Candidates must complete all three required formation courses in order to be commissioned as an active member.

Before being commissioned as a member, the Spiritual Advisor (or President) consults with the candidate to discern readiness for active (Full) membership (Statute 3). If a prospective member wishes to test their Vincentian vocation, that person may defer for a time formal admission into the Society (Statute 3).

The name(s) of person(s) proposed for active membership are submitted to the Conference President by the Vice President or other person designated to do so. The Conference President provides information conceding the recommended person(s) to the Conference (Statute 3). The Conference takes formal action, normally by a resolution (see attachment B), to accept the candidate into active (Full) membership (Statute 3).

Acceptance into membership is entered into the conference minutes to officially record the date the candidate became an Active (Full) member. The conference President then administers the commissioning ceremony. Or, the commissioning can take place at a special activity, if one is scheduled to occur soon, such as at a Conference liturgy, a Festival Meeting, a council retreat, or Day of Recollection, where potentially more Vincentian brothers and sisters will be there to congratulate and welcome them into the Society. All members shall annually renew their promise of service to the members and to the poor, thereby deepening the spiritual dimension of their vocation (Statute 4)- usually done at the Spring to Life Annual Assembly.

In short, a prospective member must be gradually introduced to the Society. They do not automatically become Vincentians just because they attended their first meeting. They are to be given Vincentian experiences, such as home visits, and informed that it is mandatory to attend meetings and participate in the Conference. A number of people will not come back once they find out that being a Vincentian requires regular activity and not simply being an occasional volunteer.

These are the steps the Secretary should take with prospective members joining SVdP Georgia:

1. Add prospective member to Conference mailing list for announcements, meeting dates, etc.
2. Introduce prospective member at Conference meeting
3. Have prospective member fill out New Member Application Form for President/New Member Coordinator to review (if applicable)
4. Add new member to CMS with 'Conference Member' role
5. Direct New Member to visit the New Member webpage and encourage them to Sign-up for the Georgia and National databases at the bottom of the page
 - a. www.svdpgorgia.org/new-member
 - b. SVdP Georgia (Society Page) and SVdP USA (Frederic's E-Gazette)
6. Annually- add new member to National Database



Society of St. Vincent de Paul Georgia

Membership Information & Application

If you're looking for a way to practice your faith in a meaningful way, then you are in the right place. Friendship, Spirituality and Service are our fundamental elements. We strive to live those everyday as Vincentians.

- **Please fill out this application to be considered for membership in The St. Vincent de Paul Society.**

The Society of St. Vincent de Paul in the United States has three types of membership: the Active (Full) Member, the Associate Member, and the Contributing Member.

Active (Full) Members are those who participate regularly in the prayer life, meetings, and charitable activities through personal contact with the poor of the Vincentian Conference into which they have been received. An Active (Full) Member accepts the Rule and Statutes of the Society, belongs to the Catholic Church, and is received as a Vincentian brother or sister in to the Society's Conference.

Active (Full) Members are expected to:

- Attend regularly scheduled meetings
- Help plan and facilitate service activities
- Participate in service activities

Associate Members are those affiliated with the Society by formal action of the Conference with which the member will be joined. Associate Members include those who sincerely and publicly accept the Society's Rule but may or may not belong to the Catholic Church and may or may not attend Conference Meetings or engage in the works of the Society on a regular basis. Associate Members are kept informed of the developments and activities of their immediate groupings, as well as the general progress of the Society, particularly in the local area or diocese. They are invited to attend the general meetings and special observances of the Society and to participate in its charitable activities.

Contributing Members are those who regularly or in a substantial way provide in-kind or financial support but who do not engage directly in the Society's work. These members also are invited to the Society's general and festival meetings.

There is no membership fee. Members need a sincere desire to help the poor and a concern for the welfare of those in need. The Society of St. Vincent de Paul does not discriminate in volunteer placement and no questions on this application are used for the purpose of limiting or excluding any applicant's consideration for volunteer placement on a basis prohibited by local, state or federal law.

- **Please complete the attached application and return it to your Conference President or designated member.**
- OR-
- **Fill out the application online at www.svdpgeorgia.org/membership-application**



VINCENTIAN MEMBERSHIP APPLICATION

**Please fill out all applicable information and submit to your Conference President or designated member.*

PLEASE PRINT * <input type="checkbox"/> NEW MEMBER <input type="checkbox"/> RENEWING MEMBER	
MEMBER TYPE _____ DATE OF APPLICATION ___/___/_____ <input type="checkbox"/> Active <input type="checkbox"/> Associate <input type="checkbox"/> Contributing *CONFERENCE/PARISH NAME: _____	
CONTACT INFORMATION	TITLE OR SALUTATION (circle one): MR DR MRS MISS MS DEACON REVEREND BROTHER SISTER *FIRST NAME _____ *LAST NAME _____ SUFFIX _____ *ADDRESS _____ CITY _____ STATE _____ ZIPCODE _____ COUNTRY _____ HOME PHONE _____ WORK PHONE _____ CELL PHONE _____ *E-MAIL ADDRESS _____ EMPLOYER _____ OCCUPATION _____ TITLE _____
DEMOGRAPHICS	*GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female *DATE OF BIRTH ___/___/_____ <small>(Year Only is Acceptable)</small> *ETHNICITY (check all that apply) <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Unknown LANGUAGES SPOKEN (other than English) _____
PARTICIPATION	*MEMBERSHIP BEGIN DATE (MM/DD/YYYY) ___/___/_____ I WILL BE PARTICIPATING IN ST. VINCENT DE PAUL AS (check all that apply): <input type="checkbox"/> Intake Worker <input type="checkbox"/> Case Worker <input type="checkbox"/> Food Pantry Helper <input type="checkbox"/> Mentor <input type="checkbox"/> Formator Conference Officer: <input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Spiritual Advisor District Officer: <input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Treasurer <input type="checkbox"/> Secretary <input type="checkbox"/> Spiritual Advisor PLEASE CHECK ANY TRAINING(S) YOU HAVE COMPLETED IN THE LAST 5 YEARS: <input type="checkbox"/> Ozanam Orientation <input type="checkbox"/> Home Visit <input type="checkbox"/> Child Abuse Prevention <input type="checkbox"/> CMS (beginner) <input type="checkbox"/> Invitation to Lead <input type="checkbox"/> Instructor Formation <input type="checkbox"/> Other _____
ACCEPTANCE	CONTACT PREFERENCES: Mail <input type="checkbox"/> Yes <input type="checkbox"/> No E-mail <input type="checkbox"/> Yes <input type="checkbox"/> No Phone <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Contact Please
ACCEPTANCE	I confirm that the information given in this application is true, complete and accurate to the best of my knowledge. I also hereby consent for Society of St. Vincent de Paul Georgia to use my name, likeness or program participation for public relations purposes; I understand that I will not receive compensation for any such use. *SIGNATURE _____ DATE _____

Please Circle Yes or No:

Are you a detailed person?	YES	NO
Can you apply your skills to fit unusual situations?	YES	NO
Are you a good negotiator?	YES	NO
Are you a Manager or Leader?	YES	NO
Are you familiar with Social Media?	YES	NO

Do you like:

Problem solving?	YES	NO
Working with people from different cultures and backgrounds?	YES	NO
Working with computers?	YES	NO
Fundraising?	YES	NO
Planning, scheduling or organizing?	YES	NO
Working with print and electronic media?	YES	NO
Working with numbers, records or accounting?	YES	NO
Working with personnel or training?	YES	NO
Public Speaking?	YES	NO
Helping fill out forms and paperwork?	YES	NO
Sorting & distributing clothing and household donations?	YES	NO
Assisting in clean-up efforts?	YES	NO
Assisting in afterschool / summer programs for children?	YES	NO
Assisting elderly with household chores or repairs?	YES	NO
Delivering food and other items to those in need?	YES	NO
Assisting in Career Development and Job Placement searches?	YES	NO
Teaching others skills that will help them become more successful?	YES	NO
SVdP members meet at least twice a month to come together to pray/reflect on the Gospel message and to conduct organizational business. Do you feel you can commit to this requirement?	YES	NO
SVdP is primarily a spiritual organization. Do you feel you are being called at this time in your life to grow more spiritually as an individual and together with other SVdP members?	YES	NO
SVdP members participate in outreach activities to serve the poor and disadvantaged in Georgia; the most important of these activities is the HOME VISIT. Do you feel comfortable with visiting the poor in their homes?	YES	NO
Speaking with them on the phone?	YES	NO

What other talents or skills you would like to contribute or utilize as a member of SVdP?



SOCIETY OF ST. VINCENT de PAUL ATLANTA

BOARD OF DIRECTORS RESOLUTION 09-09-01

SVdP Policy on Acceptable Conduct Training of Volunteers and Employees

WHEREAS: The Society of St. Vincent de Paul Atlanta (Society) believes that any physical, sexual or emotional abuse from volunteers and employees of the Society towards minors or vulnerable persons whom we serve, is unacceptable and will not be tolerated;

WHEREAS: The Society desires to reinforce the major importance of Christian core values regarding the expected conduct of volunteers and employees while working within the ministry of the Society;

WHEREAS: The Society desires to establish a training program to address the expected conduct of volunteers and employees in regard to contacts with minors whom we serve; therefore be it

RESOLVED: by the Board of Directors of the Society of St. Vincent de Paul Atlanta that all volunteers, as defined below, and employees of the Society will be required to complete, within twelve (12) months of the adoption of this resolution, the program entitled "Preventing Child Sexual Abuse", prepared by Christian Brothers Services. Participant will attest in writing of their completion of the program; this will be recorded by the Conference in the Society national database.

Society Volunteers (volunteers) mandated to complete this training include all District Council Presidents and Officers, Conference Presidents and Officers, caseworkers, employees and any member that comes in contact with children in their Society work. Minors are exempt from this requirement, e.g., members of high school Conferences. Society Thrift Store Volunteers and employees will follow Thrift Store policy and procedures regarding this training requirement.

New volunteers, as above described, and employees will be required to complete the training program within six (6) months of joining the Society. Participants will renew this training every five (5) years.

Any volunteer or employee, who is found to engage in any form of physical, sexual or emotional abuse towards minors or vulnerable persons whom we serve, will be subject to disciplinary action by the Society, up to and including termination.

Approved this 21st day of September, 2009 at Atlanta, Georgia.

Susan Wissman
Board Secretary

Resolution

Society St. Vincent de Paul, Inc.

Board of Directors Meeting

June 16, 2011

A Resolution to establish the Ozanam Orientation as required for new active members, all Officers, Spiritual Advisors in the Society.

Whereas the Ozanam Orientation has been approved by the National Council as the program through which members are introduced to the Society, and

Whereas experience has proven the value of the Ozanam Orientation in preparing new and existing members of the Society to better understand the mission, spirituality, organization, history, Rule, accountability, strategic plan and home visitation aspects of the Society, and

Whereas the Society has now developed the capacity to present the Ozanam Orientation in all Regions and through the Regions to Councils and Isolated Conferences;

Therefore be it Resolved that the National Board of Directors recommends that the National Council require that:

- All new active members must attend Ozanam Orientation within one year.
- All existing members of the Society should be required by their Councils to attend an Ozanam Orientation in order to reacquaint themselves with the “spirituality and heritage” of the Society and prepare themselves to enter the “Vincentian Pathway” process .
- The Ozanam Orientation should be taken before taking office, for all Council and Conference officers and Spiritual Advisors, but must be taken within one year after taking office. All Executive Directors are required to take the Ozanam Orientation within one year of being hired.
- The effective date for this resolution is January 1, 2012.

The category of this Resolution is **Formation and Training**

Resolution number: **6/16/2010-11 93**

Board of Directors Approved June 17, 2011

National Council Approved September 2, 2011



CMS Instructions for Secretary

NOTE: you must have the 'conference administrator role' assigned to you in cms to perform these two functions. If you don't- please ask your current administrator or president to add you- or email Amanda Stricklin at astricklin@svdpgeorgia.org

Add Volunteer Hours

See Page 16 of Conference Administrator User Guide for CMS in APPENDIX

1. Log into CMS under your profile.
2. The second large block at the top of the screen shows as "My Profile".
3. Click that box and you will be presented with a screen that shows all of your profile information.
4. The third tab on that screen is labeled Volunteer Tasks. Click that tab and you will see a list of your volunteer hours to-date.
5. Click the Add/Edit button on the right hand side of the screen; enter the date(s) of your hours and make a selection from the category drop-down.
6. After selecting the category continue entering your hours (in minutes), miles and number helped if applicable. If you have a category that is not on the list please email cms1.0@svdpgeorgia.org

** It is not so important to log hours under each individual member. Ultimately, we just need to know as a whole Conference, the number of volunteer hours put in for all aspects of the Conference. Therefore, as the Conference Administrator/Secretary, you may put a lump sum of hours under your profile.

Conference Member Role/Roster

See Pages 4-7 of Conference Administrator User Guide for CMS in APPENDIX

*It is important that every Conference Member be assigned a "Conference Member" role in addition to their other roles.

This list will be exported for cross-reference in the National Member Database on September 30th of each year.

Society of St. Vincent de Paul Prince of Peace Conference Newsletter



Volume 7 Issue 11

November, 2018

OFFICERS

Beverly Kazienko...770-714-1704....Co-President
Ron Lowe.....404-314-0066.....Co-President
Paul KrarupSpiritual Advisor
Diane Graves...770-965-6488.....VP – Operations
Louise White.....Vice President
Maureen Macken.....Vice-President – Admin
Carlene Dunn.....770-967-3777..... Treasurer
Margaret Austinmorning Secretary
Judy Chastonayevening Secretary
Bob Macken..... Roster

MEETING SCHEDULE

Mark your calendars now so you won't miss a meeting!

All meetings will be held on **MONDAYS** until further notice. Our meetings will be held in **Room 11**. You can easily access this room through the Pre School doors and it will be straight ahead on your left just before the Youth Room.

Upcoming Meetings:

November 19th: NO MEETING

December 3rd – 10:15 AM

“To serve the poor is to serve Jesus Christ. O my daughters, how true this is! You serve Jesus Christ in the person of the poor, and this is as true as that we are here present.”

-St. Vincent de Paul

May I see your image, Lord, in every person I come in contact with today.

IN THIS ISSUE...

- p. 1 Food Drive – needed
- p. 2 Thanksgiving Program with coat drive information
- p. 2 Christmas Program with *slight change/addition*

FOOD DRIVE

Special Requests for Thanksgiving

The collection of food is on the Sunday AFTER our Thanksgiving Basket project. We will need to restock our pantry to be ready for December! The next food drive will be held at the following masses:

Sunday, Nov. 11: 12:30 PM distribution of bags *after* mass.

Sunday, Nov. 18: 12:30 PM collection *before* masses.

UPCOMING DATES

At this time, ALL forms for both the Thanksgiving Basket program and the Christmas Giving Tree project should have been turned in.

PRAYER REQUESTS

We know there are several of our neighbors who are battling a variety of illnesses and loss that make their daily living difficult. Please keep in your prayers these neighbors and all our brothers and sisters who are suffering in any way.

Thanksgiving Basket Program

Friday, Nov. 16, 9 AM – 2 PM, Rooms 10 & 11

Prepare baskets

Saturday, Nov. 17, 8 AM – 12 Noon – Rms 10 & 11

Distribute Baskets

UPDATE: We will have some coats available for our neighbors even though the Men's Club did not organize one for the church. If you have coats you'd like to donate or know of someone who wants to contribute coats, please call the HELP LINE (**678-960-0048**) and let them know.

Someone will pick them up from you or arrange for delivery. Please don't just leave them at the church. Pass the word about this to your friends in the parish. Thank you.

Christmas Giving Tree Program

Friday, Dec. 14 – Atrium, beginning at 7:00 AM

Forms due November 5th

Friday, Dec. 14 – Distribution of Gifts 2:00 – 7:00 PM. We will NOT distribute earlier than 2:00!

The tree will be set up in the church on November 15th. Please note that distribution will be from 2:00 to 7:00 – clients should not plan to pick up before 2:00.

UPDATE: Forms have been trickling in this year – not as many as we've had in the past. Although you were asked to put down gift cards instead of clothing items, we realize that many of our parishioners would like to actually shop for a real gift – not just gift cards. You are invited to contact your clients to see what clothing items they need or want – particularly for children – sizing is important! Also encourage them to request toys for the kids instead of just gift cards for electronic games. We have very few requests for bicycles, which is a surprise. For adults, we can put in specific requests for clothing, but they may get a gift card instead of the item. Please do your best to accurate with sizes.

Contact Diane Graves soon if you are going to make adjustments to your gift requests.

And More Fun: We will have a pot luck lunch from noon to 2:00, with a white elephant gift exchange. Looking forward to this event - always fun.

UPDATED GUIDELINES FROM THE COUNCIL At the Chamblee Office

Since the first of this year, about 50% of the purchased gift cards are accounted for. Therefore, gift cards will no longer be available in the safe. If a gift card is necessary for your neighbor in need, call Beverly or Ron. Cards will be provided on an as-needed basis. You will need to sign for the card and provide the name for whom the card is being purchased.

1. Keep track of gift cards that you give to clients. It was discovered that as many as 50% of the gifts cards that are placed in the safe are unaccounted for. We MUST have a paper trail for these! See p. 3 for how-to steps to enter them in cms after one is given to a client.
2. It is IMPERATIVE that all OPEN cases be CLOSED in a timely manner for accurate reports. Our data will be skewed against us if we have lingering cases open. Once a check has been issued and you received an email notice to that effect, you will have completed your casework for that family when you have closed/completed the case.
3. Log your hours/minutes on a case. Set up a schedule each month to take care of this to do it on a regular basis. Also log the time spent at the pantry and meetings/training. See p. 3 for how to do this!
4. It is IMPERATIVE that all OPEN cases be CLOSED in a timely manner for accurate reports. Our data will be skewed against us if we have lingering cases open. Once a check has been issued and you received an email notice to that effect, you will have completed your casework for that family when you have closed/completed the case.

PRAYER REQUESTS

We know there are several of our neighbors who are battling a variety of illnesses and loss that make their daily living difficult. Please keep in your prayers these neighbors and all our brothers and sisters who are suffering in any way.

LOGGING VOLUNTEER HOURS IN CMS

An update!

At the meeting on October 1st, a discussion took place regarding entering volunteer hours on CMS. All Vincentians need to log hours of volunteer activity on CMS. This is done automatically for home visits – as long as you record them in the case you enter! For other hours spent doing SVdP work, such as our special holiday projects, working in the pantry, counting money, working on the roster, attending conference meetings, you need to enter the hours in this manner:

- *Click on “profile” after you log in.*
- *Click on “Volunteer tasks” This will give you a list of all the hours you have logged in to date. The fiscal year began on October 1st, so you may want to enter all the hours since then. Don’t worry about how large the number seems – you’ve done a lot of work since then! Try in the future to log your hours on a monthly basis. For example, you may want to enter February – if you attended one conference meeting, you might enter 240 minutes (that would be 2 hours for each meeting). If you have questions, contact one of the officers.*
- *Click on “add” to enter additional hours and miles*
- *AFTER EACH ENTRY, CLICK ON SAVE BEFORE ENTERING MORE!*

HELP WITH CMS ENTRIES

If you are not comfortable entering your home visit information and check requests in CMS, there is now help for you! **Mike Gallagher** (770-713-6738) has volunteered to enter the data for you! All you need to do is answer all the questions that appear in cms for your family you have visited (this can be done on the paper visitor form), contact the vendors for whom check requests will be made, and give all this information to Mike. He has a FAX machine, so call him if you want to fax him the information. He will take care of the data entry, while you’ll still be responsible for the paperwork. This should help several of our Vincentians as they learn the cms system!

A FEW REMINDERS...

Please be sure that the name you enter in the vendor line is the name you want on the check that will be issued.

The “account holder” is the person whose name is on the account and who is responsible for paying the bill. It is NOT the vendor!

Be diligent in following the guidelines set by our conference. This includes being sure that if requesting a partial rent payment, the first part has been satisfied by the client before a check is sent.

Enter a telephone number for the vendor. In your request for a check in CMS, you can put the phone number in the “other” category. This helps if we choose to pay via bill pay. I will NOT be calling the vendor myself – all communication is between the caseworker and the vendor. The phone number is needed for new vendors that I must enter in the bank system.

If you want to hand deliver a check, let the treasurer (Carlene) know this in advance. Under “other” write that you want to pick it up. Sometimes if I’m going to the church, I can leave the check in an envelope in the mailbox, otherwise plan to pick it up at my house. Call, text, or email me so we can set up a time.

POP SVDP ROSTER & NEWSLETTER LIST

Bob Macken has been doing a wonderful job keeping the list of Vincentians current. Let him know if there are any changes to your information.

Also, if you are receiving this newsletter and prefer not to, please hit reply to let me know. I will remove you from the distribution list.

MEETING MINUTES

Minutes are in the mailroom in a notebook (in the cabinet opposite the mailboxes). You may access them at any time.

PHONE LINES – *New Help Line Phone number*

The Help Line hours are

Monday/Tuesday/Wednesday from 8:30 AM – 5:30 PM. We hope this change will help us avoid the problems with getting home visitors over the weekend. Thank you to Hugh Bowen for managing the phone lines.

Louise White manages the intaker assignments. If you are interested in this part of the ministry, please contact Louise.

We now have a direct phone line for help. Our **NEW Help Line** phone number is **678-960-0048**

THRIFT STORE VOLUNTEERS NEEDED

Members of Prince of Peace (SVdP or not) have been asked to please consider volunteering for the St. Vincent DePaul Thrift store in Buford. They need help in all areas at any time you can give! The person in charge, Anita, would like new workers to come on Tuesday, Wednesday, or Thursday first thing in the morning for orientation. Contact for more information:

Anita - 770-271-1764

CASE WORKER SUPPORT

The support center for SVdP is going to be available on Tuesdays and Wednesdays each week. Our **NEW** contact person is

Tiffany Jones: 678-892-6160 ext. 105

If you have a case that you need to complete and you are stuck on some support item, you can call Tiffany and she may be able to steer you to a resource that we may not be using at the present time.

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SVdP News for August 2021

Meghan,

Here's what's happening in our conference for the month of August:

August

- Aug 1 (Sun) – SVDP Collection
- Aug 3 (Tues) - SVDP Cases only meeting
- Aug 10 (Tues) - SVDP Business meeting
- Aug 17 (Tues) - SVDP Cases only meeting
- Aug 24 (Tues) - SVDP Business meeting
- Aug 31 (Tues) - SVDP Cases only meeting

As a member of SVdP Georgia, I encourage you to visit the Vincentian Event Calendar regularly at www.svdpgorgia.org/vincentian-calendar for new and upcoming opportunities. Take a look and see what things are in store for this month.

Thank you to all who are assisting with our conference. We're always in need of help with cases, the hotline, data entry and all the other things that go into running our conference. If you have a few hours to spare each week please consider helping out. Give me a call at 770-633-1681.

Have a wonderful week and continue to stay healthy!

Thanks,

Working in St. Vincent's Vineyard

June 2021

The COVID pandemic has impacted nearly every aspect of our lives. Being confined to home and having limited opportunities has unfortunately led, in some cases, to a rise in domestic abuse.

For a 51-year-old female from Decatur, fleeing a domestic abuse situation in the middle of the pandemic proved to be an even larger than normal challenge.

When she reached out to St. Vincent DePaul, she was homeless and living in her car. She was frightened and desperate to get away from her abuser and on the road to a more normal, abuse free existence.

Our Vincentians contacted her and had long phone conversations about the situation. They gathered facts and looked for the best way to immediately help her.

First, they put her up in an extended stay facility to get her out of her car and into a safer location.

Next, the Vincentians used their available resources of contact information for multiple other charities and support organizations in the area. In this case, they were able to refer her to Partnership Against Domestic Violence (PADV), an agency that offers short term lodging among other support services.

This agency did not have a bed immediately available, putting her on the wait list. Our Vincentians secured one week at the extended stay facility, and when she did not get into the PADV, paid for an added week too. She contributed a modest amount for the stay, and St. Vincent DePaul covered the balance.

The good news for her is that she already receives disability income and food stamps, providing a safety net of survival income separate from her abuser. Once PADV has an opening, she'll be in the right place to get the care and support she needs.

Thanks to the generosity of IHM parishioners, we were able to help her with short term lodging and valuable support network contacts to take the initial steps away from the abusive situation.

If a parishioner needs help, they can call 678-892-6163. If you would like more information about volunteering with St. Vincent DePaul, reach out to Robin Patton at ihmsvdp2855@gmail.com

Case: 2021-10763