



St. Vincent de Paul  
GEORGIA

FEED. CLOTHE. HOUSE. HEAL.

---

# Invitation to Lead for Secretaries

September 17, 2025

# Agenda

## Secretaries keep the mission on track!

- Introduction
- Prayer & Spiritual Reflection
- Fiscal Year End: Secretary's role
- New Fiscal Year: Secretary's role
- Healthy Meetings
- Tips & Reminders
- Questions



# Spiritual Reflection

## Scripture reading:

"Mary treasured all these things and reflected on them in her heart." (Luke 2:19)

## Reflection questions:

- What stories of service or acts of generosity, documented in the minutes, have nourished my own faith?
- How does the invisible and orderly work I do allow the rest of the conference to focus on their ministry?





# Fiscal Year Ends Sept. 30

- Close cases
- Assist Internal Audit, due Sept. 20. File in CMS and with District Treasurer.
- Assist Annual Report, due Oct. 30. File in National Portal.
- Refer to Standards of Excellence as a roadmap.



# Fiscal Year Begins Oct. 1

## Secretary's Duties

- Prepare Meeting Agendas
- Attend All Meetings
- Keep Meeting Minutes, Attendance Records
- Maintain Membership Roster, Officers, Conference Summary in CMS.\*
- Maintain National Portal\*\* with Officers, Roster, Training records
- Promote Council events & training
- Assist correspondence for Members or Donors
- Assist New Vincentian Onboarding
- Be aware of succession planning / elections for Conference President

**St. Vincent de Paul GEORGIA**

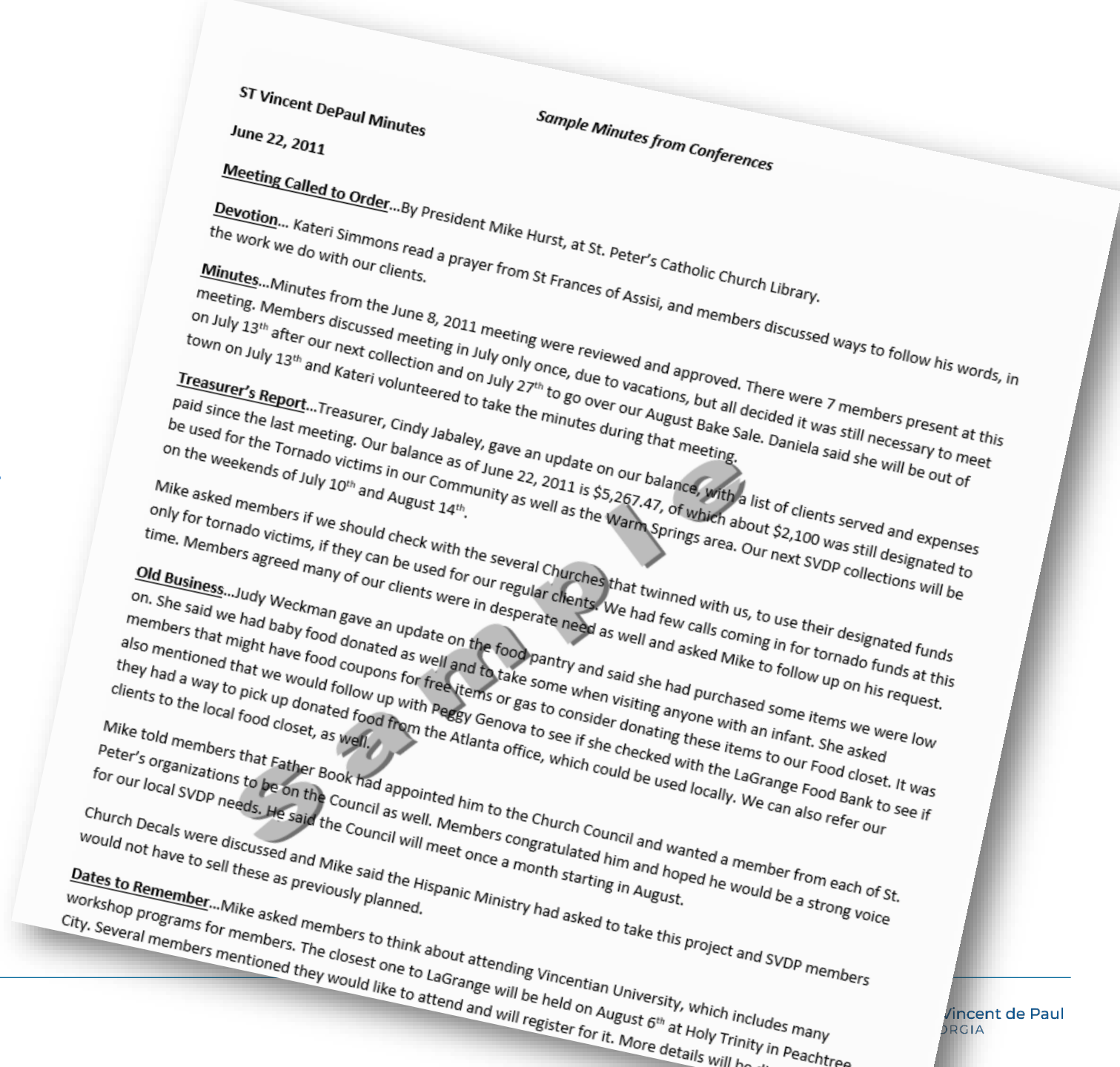
OUR MISSION | To serve our neighbors with love and respect: delivering help, hope, and pathways to self-sufficiency. Feed. Clothe. House. Heal.

### New Secretary Checklist

Task	Resource/Link
<input type="checkbox"/> Commit to at least one 3-year term if asked to serve. Terms begin Oct. 1.	Conference Bylaws pg 11, President's Handbook, pg 3
<input type="checkbox"/> Attend "Invitation to Lead" within your first year as Secretary.	<a href="https://members.svpusa.org/leadership/">https://members.svpusa.org/leadership/</a>
<input type="checkbox"/> Download the Secretary Minutes Book.	<a href="https://members.svpusa.org/governance/secretary-minutes-book/">https://members.svpusa.org/governance/secretary-minutes-book/</a>
<input type="checkbox"/> Read The Rule and The Manual of the Society.	Contact the Council at 870-892-8174 for a copy
<input type="checkbox"/> Read the Conference Bylaws.	<a href="https://svdusa.org/virtus/secretary/">https://svdusa.org/virtus/secretary/</a>
<input type="checkbox"/> Contribute in the Georgia Strategic Plan (2025-2030).	
<b>Training</b>	
<input type="checkbox"/> Attend "Invitation to Lead for Secretaries" in your first year.	<a href="https://svdusa.org/virtus/secretary/">https://svdusa.org/virtus/secretary/</a>
<input type="checkbox"/> Attend "Onboarding Orientation" training if you have not already.	<a href="https://svdusa.org/virtus/secretary/">https://svdusa.org/virtus/secretary/</a>
<input type="checkbox"/> Sign up for VIRTUS Training from the Archdiocese of Atlanta.	<a href="https://www.virtusonline.org/virtus/reg_us2_ofm.htm#en6">https://www.virtusonline.org/virtus/reg_us2_ofm.htm#en6</a>
<input type="checkbox"/> Ensure that every new volunteer attends "Onboarding Orientation," completes a background check, and attends VIRTUS training.	
<input type="checkbox"/> Track and record the training completed by each member.	<a href="https://svdusa.org/virtus/secretary/">https://svdusa.org/virtus/secretary/</a>
<b>Secretarial Responsibilities</b>	
<input type="checkbox"/> Attend all meetings of the Conference.	<a href="https://www.virtusonline.org/virtus/reg_us2_ofm.htm#en6">https://www.virtusonline.org/virtus/reg_us2_ofm.htm#en6</a>
<input type="checkbox"/> Keep Meeting Minutes. Ensure that all votes are recorded and minutes kept.	See Secretary Minutes Book
<input type="checkbox"/> Keep a Member Contact Record.	See Secretary Minutes Book
<input type="checkbox"/> Maintain the following in the National Member Portal: Conference Officers, documents, and annual report records are maintained.	See Secretary Minutes Book
<input type="checkbox"/> Promote Council events for all Vincentians, especially "Spring to Life Annual Assembly," "Quarterly Town Halls," and training.	See Secretary Minutes Book
<input type="checkbox"/> Assist in preparing the Conference Annual Report, due each year on Oct. 30.	<a href="https://svdusa.org/members/secretary/">https://svdusa.org/members/secretary/</a>
<input type="checkbox"/> Member Coordinator / Recruitment Chair.	See Secretary Minutes Book
<input type="checkbox"/> Assist other duties assigned by the Conference President.	See "New Vincentian Onboarding" section below.
<b>Meeting Management</b>	
<input type="checkbox"/> Prepare Meeting Agendas. A good practice is to alert members at least one week ahead of the meeting date and include the prior meeting minutes.	See Secretary Minutes Book
<input type="checkbox"/> Download Effective Conference Meetings and be prepared to coach your fellow Conference Officers about orderly and Christ-centered meetings.	<a href="https://members.svpusa.org/leadership-training/">https://members.svpusa.org/leadership-training/</a>
<b>New Vincentian Onboarding</b>	
<input type="checkbox"/> Review the Mission of SVDP USA.	<a href="https://members.svpusa.org/leadership-training/">https://members.svpusa.org/leadership-training/</a>
<input type="checkbox"/> Review the SVDP Georgia Member website.	<a href="https://svdusa.org/our-councils/georgia/">https://svdusa.org/our-councils/georgia/</a>
<input type="checkbox"/> Sign up for newsletters on SVDP Georgia website. Register new members.	<a href="https://svdusa.org/our-councils/georgia/">https://svdusa.org/our-councils/georgia/</a>
<input type="checkbox"/> Sign up for newsletters on SVDP USA website. Register new members.	<a href="https://svdusa.org/">svdusa.org/</a>

# Meeting Minutes

- Template available
- Include votes, membership changes, etc
- Send to Council: [tlabouff@svdpgeorgia.org](mailto:tlabouff@svdpgeorgia.org)





# Secretary's Report at Meetings

## Items to Report

- Record Keeping Updates (Membership Report)
- Correspondence Received from Council or Other Organizations
- Trainings and Formation, Special Events
  - Information from “The Society Page” or “Formation & News”



# Record Keeping & Databases

- Keep an All-time Member Roster
- Keep CMS Roster
  - All members should have “Conference Member” role
  - Must be current on September 30th of each year for annual reporting
- Keep National Member Database
  - Update annually



# Reporting in CMS


- Record Volunteer Hours in CMS
  - Include all home visits, Conference meetings, board meetings, Spring to Life, etc.
  - Can enter consolidated number under one person's CMS profile
- Keep Conference summary current




Conference	Configuration	Roles	Zip Codes	New Vendors	Vendors	Required Documents	Documentation
<b>Conference *</b> Holy Family, Marietta							
<b>Phone</b>	770-973-7400		<b>Email</b>	svdp.marietta@gmail.com			
<b>Address</b>	3401 Lower Roswell Road						
<b>City</b>	Marietta						
<b>Service Area</b>	By mutual agreement, Courtland Watermark Apartments, 2000 East Lake Parkway Marietta GA 30062 is to be covered by St. Ann's						
To add/remove officers, use the Roles tab, and assign/unassign members to the President, Vice President, Treasurer, and Conference Administrator roles there.							
<b>Notes (e.g. services provided):</b>							
<p>We see clients at Holy Family Catholic Church on the following days: Wednesdays 9:30-Noon. We have a small pantry that provides a 20 pound bag of dry good and some frozen meat. Size of the family determines amount of food distributed and Neighbors can come in during church hours of 10:00 a.m. - 1:00 p.m. M-F and ask the parish office administrator for food. Confidential - not to be shared with Neighbors...as of 6/1/25, we provide up to \$600 in rent assistance, \$450 in utility assistance and financial support for "other" financial requests on an "as-needed" basis but typically not more than up to \$600. Once we have provided financial assistance, typically the earliest we will consider providing an additional request for financial assistance is 12 months. We are willing to "twinn" with other Conferences.</p> <p>No appointment is necessary We return ALL client calls in the same day they are received</p> <p>We offer the standard emergency services (rent, utilities, etc.) and have a very small food pantry for emergency purposes only</p>							
Office		Officer First Name			Last Name		
Conference President		Mark			Meredith		
Conference Vice President		Phil			Mooney		
Treasurer		SVdP			Finance Department		
Treasurer		Carl			Ward		
Treasurer		Rod			Moore		











MEMBERS  
PORTAL




Hi, Tara


 profile  Log Out


 Dashboard


 Directory

▼


 Groups & Members

 National Directory


 My Contacts

 Annual Reports


>


 Solidarity Dues

>

 Report

>

 Car Donation

 Archdiocese of Atlanta

Group Explorer:   National   ▶   Southeast Region   ▶   Archdiocese of Atlanta   ▶

Group Details

GENERAL INFORMATION

Phone:  
678-892-6160

Alt. Phone:  
770-458-5415

Group Type:  
Diocese

Address:  
2050-C Chamblee Tucker Rd  
Atlanta, GA 30341

Founding Date:  
5/25/1903

Aggregation Date:  
11/28/1904

501C3 INFORMATION

Members


Leadership

Subgroups

Training

Reports

FEED. CLOTHE. HOUSE. HEAL.

 St. Vincent de Paul  
GEORGIA



## Record Retention Schedule

Annual Conference Report *	Permanent
Bank Statement	3 Years
Letters of Aggregation	Permanent
Cancelled Checks	7 Years
IRS Determination Letter	Permanent
Invoices Received	7 Years
Bank Deposits (envelopes, etc.)	3 Years
Meeting Minutes	Permanent
Bank Reconciliations	2 Years
Treasurer Statements	7 Years
Case Records	3 Years
Donation Acknowledgement letters required by IRS	2 Years
General Correspondence	2 Years

*\*including statistics, membership list, and items with historical significance.*

# Membership

- Secretary may act as New Member Coordinator
  - Procedures for Admitting New Members (Rule, Part 3; Statute 3)
  - Inform the President
  - Invite & Introduce them at Conference Meeting
  - Show them volunteer roles and discuss their strengths/talents
    - New Member Checklist
    - Ozanam Orientation, VIRTUS, background check
    - Membership Application form
  - [svdpgeorgia.org/vincentian-university](http://svdpgeorgia.org/vincentian-university)

**St. Vincent de Paul GEORGIA**

OUR MISSION | To serve our neighbors with love and respect: delivering help, hope, and pathways to self-sufficiency. Feed. Clothe. House. Heal.

### New Secretary Checklist

<input type="checkbox"/> Getting Started	
<input type="checkbox"/> Commit to at least one 3-year term if asked to serve. Terms begin Oct. 1.	Conference Bylaws pg 11, President's Handbook, pg 3
<input type="checkbox"/> Attend "Invitation to Lead" within your first year as Secretary.	<a href="https://members.svdpg.org/leadership/">https://members.svdpg.org/leadership/</a>
<input type="checkbox"/> Download the Secretary's Manual.	<a href="https://members.svdpg.org/governance/the-manual/">https://members.svdpg.org/governance/the-manual/</a>
<input type="checkbox"/> Read The Rule and The Manual of the Society.	Contact the Council at 870-892-8174 for a copy
<input type="checkbox"/> Read the Conference Bylaws.	<a href="https://svdpgeorgia.org/vincentian-university/">https://svdpgeorgia.org/vincentian-university/</a>
<input type="checkbox"/> Contribute in the Georgia Strategic Plan (2025-2030).	
<input type="checkbox"/> Training	
<input type="checkbox"/> Attend "Invitation to Lead for Secretaries" in your first year.	<a href="https://svdpgeorgia.org/vincentian-university/">https://svdpgeorgia.org/vincentian-university/</a>
<input type="checkbox"/> Attend "Ozanam Orientation" training if you have not already.	<a href="https://www.virtusonline.org/virtus/reg_us2ofm.htm#reg">https://www.virtusonline.org/virtus/reg_us2ofm.htm#reg</a>
<input type="checkbox"/> Sign up for VIRTUS Training from the Archdiocese of Atlanta.	<a href="https://www.virtusonline.org/virtus/reg_us2ofm.htm#reg">https://www.virtusonline.org/virtus/reg_us2ofm.htm#reg</a>
<input type="checkbox"/> Ensure that every new volunteer attends "Ozanam Orientation," completes a background check, and attends VIRTUS training.	
<input type="checkbox"/> Track and record the training completed by each member.	<a href="https://svdpgeorgia.org/vincentian-university/">https://svdpgeorgia.org/vincentian-university/</a>
<input type="checkbox"/> Secretarial Responsibilities	
<input type="checkbox"/> Attend all meetings of the Conference.	<a href="https://www.virtusonline.org/virtus/reg_us2ofm.htm#reg">https://www.virtusonline.org/virtus/reg_us2ofm.htm#reg</a>
<input type="checkbox"/> Keep Meeting Minutes. Ensure that all votes are recorded and minutes kept.	See Secretary Minutes Book
<input type="checkbox"/> Keep a Member Contact Record.	See Secretary Minutes Book
<input type="checkbox"/> Maintain the following in the National Member Portal: Conference Officers, documents, and annual report records are maintained.	See Secretary Minutes Book
<input type="checkbox"/> Promote Council events for all Vincentians, especially "Spring to Life Annual Assembly," "Quarterly Town Halls," and training.	See Secretary Minutes Book
<input type="checkbox"/> Assist in preparing the Conference Annual Report, due each year on Oct. 30.	<a href="https://members.svdpg.org/members/secretary/">https://members.svdpg.org/members/secretary/</a>
<input type="checkbox"/> Member Coordinator / Recruitment Chair.	See Secretary Minutes Book
<input type="checkbox"/> Assist other duties assigned by the Conference President.	See "New Vincentian Onboarding" section below.
<input type="checkbox"/> Meeting Management	
<input type="checkbox"/> Prepare Meeting Agenda: A good practice is to alert members at least one week ahead of the meeting date and include the prior meeting minutes.	See Secretary Minutes Book
<input type="checkbox"/> Download Effective Conference Meetings and be prepared to coach your fellow Conference Officers about orderly and Christ-centered meetings.	<a href="https://members.svdpg.org/leadership-training/">https://members.svdpg.org/leadership-training/</a>
<input type="checkbox"/> Download Conflict Resolution and refer your fellow Officers to it if necessary.	<a href="https://members.svdpg.org/leadership-training/">https://members.svdpg.org/leadership-training/</a>
<input type="checkbox"/> New Vincentian Onboarding	
<input type="checkbox"/> Review the Mission of SVDP USA.	<a href="https://members.svdpg.org/leadership-training/">https://members.svdpg.org/leadership-training/</a>
<input type="checkbox"/> Review the Mission of SVDP Georgia.	<a href="https://svdpgeorgia.org/vincentian-university/">https://svdpgeorgia.org/vincentian-university/</a>
<input type="checkbox"/> Sign up for newsletters on SVDP Georgia website. Register new members.	<a href="https://svdpgeorgia.org/members/">https://svdpgeorgia.org/members/</a>
<input type="checkbox"/> Sign up for newsletters on SVDP USA website. Register new members.	<a href="https://svdpgeorgia.org/members/">https://svdpgeorgia.org/members/</a>



# Communication

- Members
  - Formation & News Tipsheet (1<sup>st</sup> Thurs.)
  - The Society Page (3<sup>rd</sup> Thurs.)
- Priest
  - Meeting Schedule
  - Annual Report
- Parish
  - Bulletin Announcements
  - Parish Social Media
  - Client Stories
  - Annual Report
  - Ministry Fairs









# Healthy Meetings: Regular & Spiritual

- Meet Twice per Month

**Rule 3.3** “ ...meet as brothers and sisters with Christ in the midst of them...genuine communities of faith and love, or prayer and action.”

**Rule 3.3.1** “The Conferences meet regularly and consistently, usually weekly, but at least every fortnight (twice a month).”

- Open in Prayer
- Assure time for Discussion



# Sample Agenda

## Conference Meeting Agenda

### **The Rule, Part III, Statute 7: Conference Meeting Essentials**

A Conference meeting shall incorporate Spirituality, Friendship, Service and our Cultural Beliefs, and could include the following components:

- A punctual call to order
- Roll call
- Opening prayer (which should always include a prayer to the Holy Spirit, the Lord's Prayer, the Hail Mary and a prayer for those whose suffering they wish to share)
- Spiritual reading (or meditation, address) on which members are always invited to comment as a means of sharing their faith
- Approval of Minutes of previous meeting
- Home visitation reports
- President's report
- Secretary's report (including correspondence received, information about the Society or training points)
- Treasurer's report
- A review of one or more parts of the Rule
- Committee reports (including Formation Committee report)
- Membership reports
- Resolutions
- Special Works reports
- Old business
- New business
- Time and place of next meeting (the calendar should include Festival Meetings and Conference Liturgies)
- Secret collection
- Closing prayer
- Adjournment



# Healthy Meetings: Foster Friendship

- Ensure meetings are conducted in a spirit of fraternity, simplicity, and Christian joy
- Encourage participation in district, diocese, region, and national meetings
- Fellowship afterwards over light snacks
- Potluck meals with members, families, pastor... summer picnic
- Celebrate members birthdays, anniversaries, get well cards (corresponding secretary)

# Healthy Meetings: Examine Service

## Spend time sharing Home Visits

- Ask for input
- Share leads

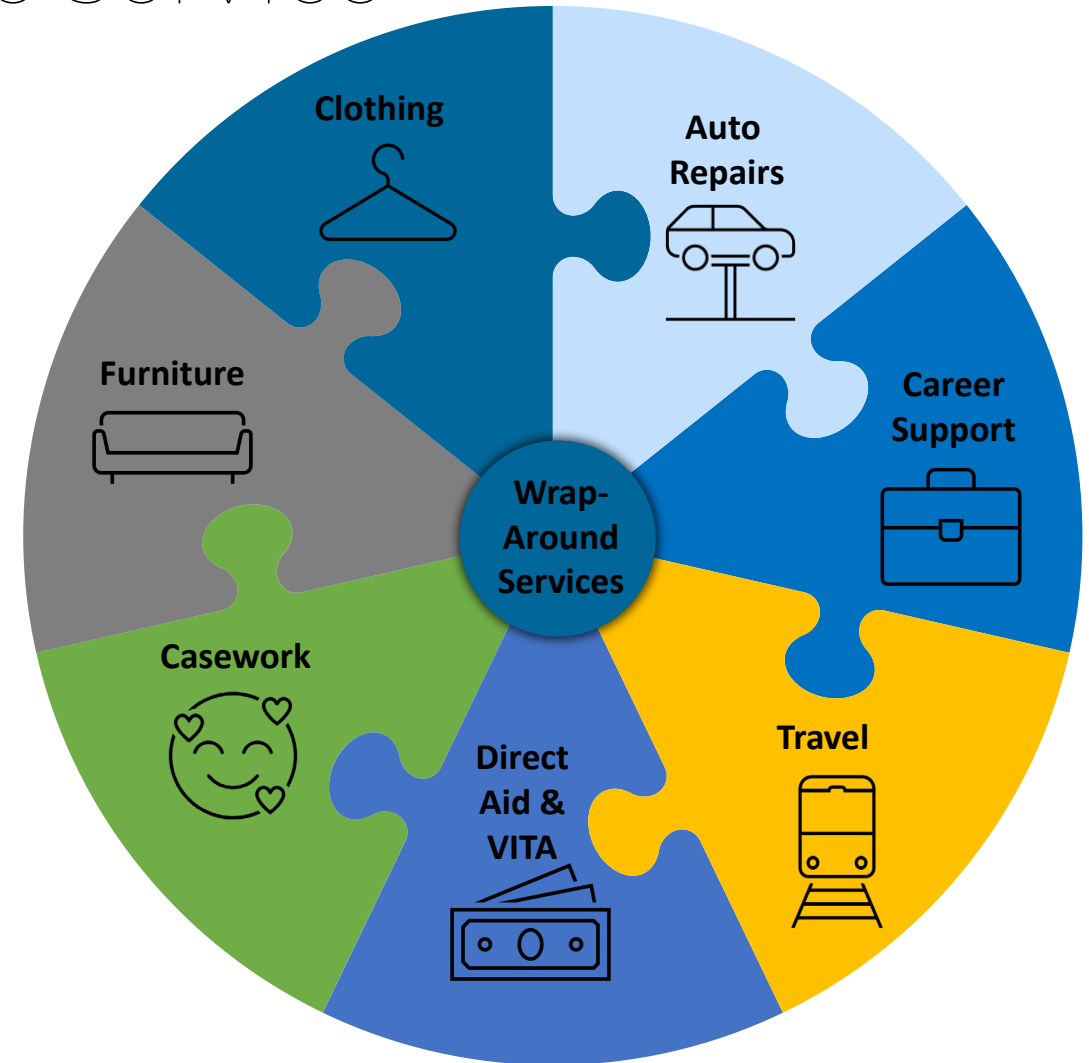
## Use *“The Spirituality of the Home Visit Journal”*

- What touched my heart, what were my feelings
- Where did I find God’s presence
- What did I learn that can make me a better Neighbor

## Periodically bring in outside speakers

- Community service agencies / resources
- Learn how you can collaborate

**At least annually,** devote time to discussing how you can improve your Home Visits





# Consensus from Group Wisdom

**Unity, not unanimity** -- not everybody's first choice.

*Be firm regarding the goal, flexible regarding the means*

- Arrive at something you can support, are willing to let go forward, or you “can live with it”
  - Share, question, and learn from each other's experience and thinking
  - Encourage the discipline of hearing all the voices
  - Identify win/lose scenarios and encourage both/and solutions
  - Invoke silent reflection or conciliatory prayer in moments of conflict



# The Decision Checklist

- Is the decision reasonably clear?
- Is it rooted in peace?
- Is the decision just?
- Is the decision compassionate?

If these conditions are not met, return to discernment.

If these decision are met, then act....and do not look back. Have confidence in God.









St. Vincent de Paul  
GEORGIA

[WHO WE ARE](#)[WHAT WE DO](#)[GET INVOLVED](#)[WAYS TO GIVE](#)[THE GUARDIAN SOCIETY](#)[MEMBERS](#)[GET HELP](#)[DONATE](#)[VINCENTIAN UNIVERSITY](#)[LEADERSHIP](#)[CASEWORKER](#)[CMS SUPPORT](#)[MARKETING](#)[CALENDAR](#)[SHOP](#)

## THE VINCENTIAN VOCATION

Thank you for joining us in our mission to provide help and hope to neighbors in need across Georgia. Our Member Resources site is designed to provide Vincentian Conference Members with tools needed to serve in a variety of ways – from home visits to stocking food pantries to connecting individuals and families in crisis with stabilizing resources. This site also offers formation and training opportunities for Members in their respective roles.

[NEW VINCENTIAN](#)[CASEWORKER](#)[LEADERSHIP](#)

[President & VP](#)[Treasurer](#)[Secretary](#)[Spiritual Advisor](#)

## SECRETAR

Keep our mission on track. Secretaries are the record keepers, communicators, and organizational anchors of a Conference. Strong Secretaries build strong Conferences — and strong Conferences change lives. Register to [attend “Invitation to Lead for Secretaries”](#).

### Resources for Right Now

- [Secretary Handbook/Guide](#)
- [Robert’s Rules of Order](#)
- [Sample Meeting Minutes](#)
- [Leadership Guidance from SVdP USA](#)



### *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 13<sup>th</sup> after our next collection and on July 27<sup>th</sup> to go over our August Bake Sale. Daniela said she will be out of town on July 13<sup>th</sup> 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 10<sup>th</sup> and August 14<sup>th</sup>.

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 6<sup>th</sup> 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



# Resources

## VINCENTIAN UNIVERSITY

[svdpgeorgia.org/vincentian-university](https://svdpgeorgia.org/vincentian-university)

- Secretary Resources from GA & USA
- Training & Checklists for all roles
- OnDemand coming...

## CONTACT US

[VincentianServices@svdpgeorgia.org](mailto:VincentianServices@svdpgeorgia.org)

[tlabouff@svdpgeorgia.org](mailto:tlabouff@svdpgeorgia.org)

678.892.6174



# Closing Prayer

Heavenly Father,

We thank you for the gift of our calling to serve you in the person of the poor. We ask you to bless our secretaries, who in their quiet diligence, helps to guide and strengthen our work.

*May we be nourished by stories of service & acts of generosity, documented in our minutes.*

*May our work not be a chore, but a prayerful act of service to the poor.*

*May our invisible and orderly work allow the rest of the conference grow closer to God through love of neighbor.*

May all efforts to bring order to our actions be a humble and powerful act of love. Bless us all, that we may be united in a spirit of humility and charity.

Amen.

