



St. Vincent de Paul
GEORGIA

FEED. CLOTHE. HOUSE. HEAL.

Invitation to Lead for Secretaries

November 14, 2025

Agenda

Secretaries keep the mission on track!

- Introduction
- Prayer & Spiritual Reflection
- Secretary's role
- Optional roles
- 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:

- Where have I noticed grace in the stories of service or acts of generosity, documented in the minutes?
- How does the invisible and orderly work I do allow the rest of the conference to focus on their ministry?

Throughout the Year

Meetings

- Prepare Agendas
- Attend All Meetings
- Keep Minutes, Attendance Records

Membership

- Maintain CMS Summary, Membership Roster, Officers
- Promote Council events & training
- Help keep pastor and parish informed

Records

- Retention Policy
- Maintain CMS Summary & National Portal



The image shows a 'New Secretary Checklist' for St. Vincent de Paul Georgia. The checklist is organized into sections: 'Getting Started', 'Training', 'Secretarial Responsibilities', 'Meeting Management', and 'New Vincentian Onboarding'. Each section contains a list of tasks with checkboxes and links to resources. The St. Vincent de Paul Georgia logo is at the top right, and the organization's mission statement is at the top left.

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
☐ 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
☐ Attend "Invitation to Lead" within your first year as Secretary.	https://members.svpusa.org/leadership/
☐ Download the Secretary Minutes Book.	https://members.svpusa.org/governance/the-rule-the-manual/
☐ Read The Rule and The Manual of the Society.	Contact the Council at 678-692-6174 for a copy
☐ Read the Conference Bylaws.	https://svdpgorgia.org/secretarial/
☐ Cooperate in the Georgia Strategic Plan (2025-2030).	
Training	
☐ Attend "Invitation to Lead for Secretaries" in your first year.	https://svdpgorgia.org/vincents-university/
☐ Attend "Ozanam Orientation" training if you have not already.	https://svdpgorgia.org/members/formation/
☐ Sign up for VIRTUS Training from the Archdiocese of Atlanta.	https://www.virtusonline.org/virtus/req_list2.cfm?theme=0
☐ Ensure that every new volunteer attends "Ozanam Orientation," completes a background check, and attends VIRTUS training.	https://svdpgorgia.org/vincents-university/
☐ Track and record the training completed by each member.	https://svdpgorgia.org/vincents-university/
☐ Participate in CMS Training.	https://svdpgorgia.org/vincents-university/
Secretarial Responsibilities	
☐ Attend all meetings of the Conference.	https://svdpgorgia.org/vincents-university/
☐ Keep Meeting Minutes: Ensure that all votes are recorded and minutes kept.	See Secretary Minutes Book
☐ Keep a Meeting Attendance Record.	See Secretary Minutes Book
☐ Keep a Member Contact Roster: up-to-date in CMS.	See Secretary Minutes Book
☐ Maintain the following in the National Member Portal: Conference Officers, Member Roster, Training completed by each member.	See Secretary Minutes Book
☐ Ensure that records of Aggregation, Bylaws, Standards of Excellence, meeting documents, and annual report records are maintained.	See Secretary Minutes Book
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☐ Assist in preparing the Conference Annual Report, due each year on Oct. 30	https://svdpgorgia.org/members/events/
☐ Assist New Vincentian Onboarding if your Conference does not have a New Member Coordinator / Recruitment Chair.	See Secretary Minutes Book
☐ Assist other duties assigned by the Conference President.	See "New Vincentian Onboarding" section below.
Meeting Management	
☐ 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.	
☐ Download Effective Conference Meetings and be prepared to coach your fellow Conference Officers about orderly and Christ-centered meetings.	https://members.svpusa.org/leadership-training/
☐ Download Conflict Resolution and refer your fellow Officers to it if necessary.	https://members.svpusa.org/leadership-training/
New Vincentian Onboarding	
☐ Review the Mission of SVDP USA.	https://svdpgorgia.org/programs-ways-we-help/
☐ Review the Mission of SVDP Georgia.	https://svdpgorgia.org/about-us/our-mission/
☐ Sign up for newsletters on SVDP Georgia Member website.	https://svdpgorgia.org/members/
☐ Sign up for newsletters on SVDP USA website. Register new members.	https://svdpgorgia.org/members/

Optional but Helpful

Assistance with

- New Vincentian Onboarding
- Correspondence for Members or Donors
- Succession planning / elections for Conference President

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☐ Review the Mission of SVDP Georgia.	https://svdpgeorgia.org/who-we-are/our-mission/
☐ Sign up for newsletters on SVDP Georgia Member website.	https://svdpgeorgia.org/members/
☐ Sign up for newsletters on SVDP USA website. Register new members.	https://svdpusa.org/

Meeting Agendas

- Meet no less than twice per month
- Invite all volunteers –
not just caseworker or officers

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

Typical Agenda

From a Georgia Conference

- Call to Order
- Roll Call / Introductions and Welcome of New Members
- Opening Prayer & Spiritual Reflection
- Approval of Minutes
- Casework Discussion: volume, challenges & successes, new resources, new guidelines, and/or case approvals
- Secretary's Report
- Treasurer's Report
- President's Report: Old business, New business, Committee / Special Work updates
- New Business
- Time & Place of Next Meeting
- Closing Prayer
- Adjourn

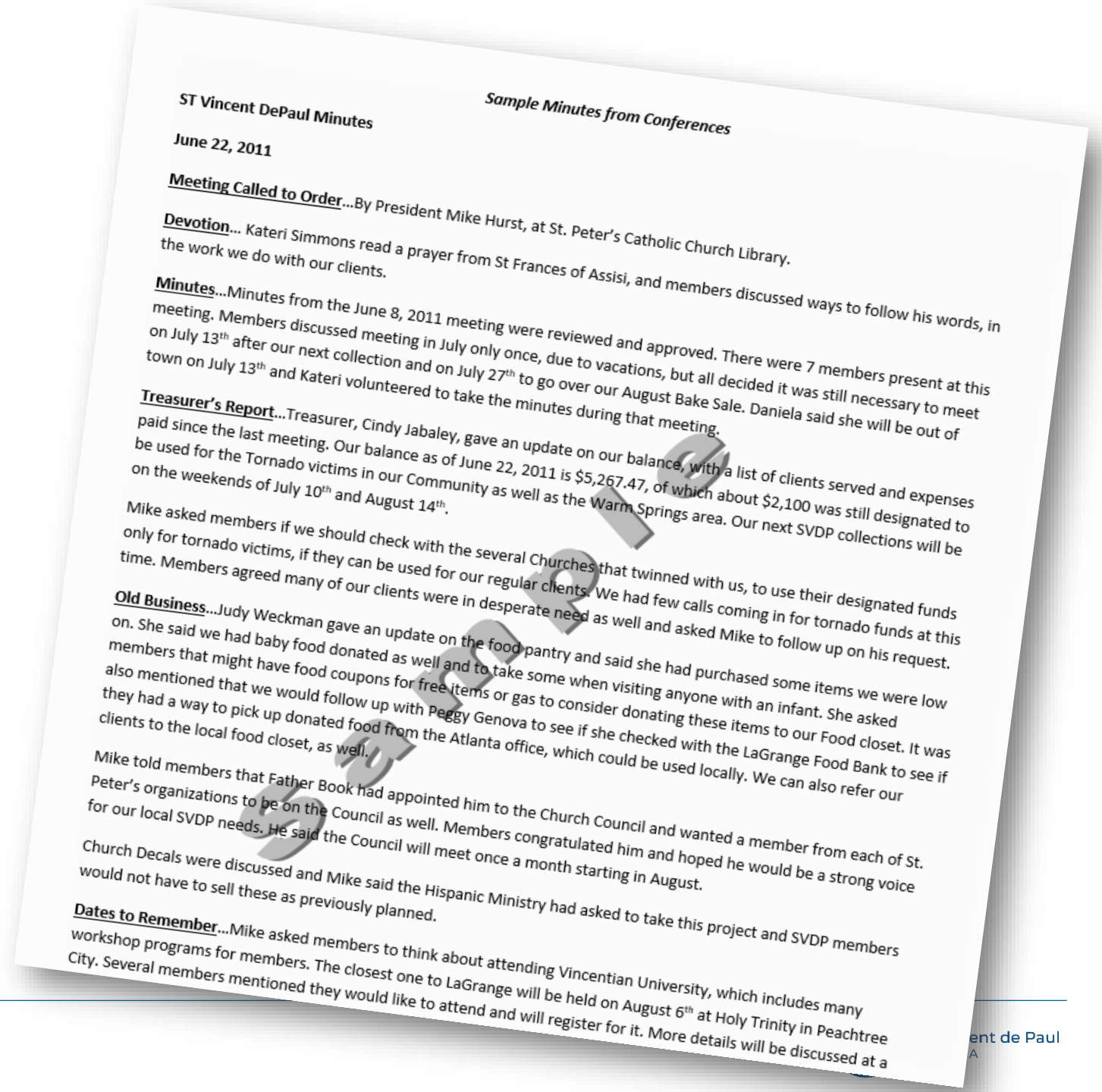
Secretary's Report at Meetings

Items to Report

- Distribute Prior Minutes: motion to accept
- 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”

Meeting Minutes & Attendance

- Template available
- Include votes, membership changes, etc
- Upload to CMS
- Send to Council: tlabouff@svdpgeorgia.org



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

Record Retention

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.*

Records in CMS

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VIEW PANE

Conference St. Brigid, Alpharetta in 2 - North Fulton

Conference

Configuration

Roles

Zip Codes

New Vendors

Vendors

Required Documents

Documentation

Documentation Type

Conference Report

Bank Statement

Meeting Minutes

References

Record Forms

Monthly/Annual Financial Report Approvals (Signature Pages)

Records in CMS

Keep Conference summary current

Conference	Configuration	Roles	Zip Codes	New Vendors	Vendors	Required Documents	Documentation
Conference * Holy Family, Marietta							
Phone		770-973-7400					
Address		3401 Lower Roswell Road		Email		svdp.marietta@gmail.com	
City		Marietta					
Service Area 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.							
Notes (e.g. services provided):							
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. No appointment is necessary We return ALL client calls in the same day they are received We offer the standard emergency services (rent, utilities, etc.) and have a very small food pantry for emergency purposes only							
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			

Membership Rosters

TASK PANE

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Conference Membership Roster for 1477441

OK

Use the features in the PDF viewer to print or download the Membership Roster

VIEW PANE

ViewUserAtt.cfm

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LAST NAME	FIRST NAME	STATUS	ROLE(s)	ADDRESS	PHONE	email
Aymerich	Jeannette	2/19/2024 Associate	Conference Member Case Worker - Secondary Case Worker	54 Al		m
Azille	Peter	Associate	Case Worker - Secondary Conference Member Case Worker	41 Fa		
Bolton	Harry	Active (Full)	Case Manager Case Worker Conference Administrator Intake Person Conference Member Case Worker - Secondary Express Assistance Provider	45 Pe 30		m
Bolton	Sylvia	Associate	Case Worker - Secondary Conference Member	45 Pe 30		
Borchert	Bill	Associate	Conference Member Case Worker - Secondary	51 Fa		
Boron	Cynthia	Active (Full)	Case Worker - Secondary Conference Member Case Worker Express Assistance Provider	22 Pe 30		n
Brand	Christine	Active (Full)	Express Assistance Provider Case Worker Conference Member Case Worker -	11 Fa		



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Archdiocese of Atlanta

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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

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[Subgroups](#)

[Training](#)

[Reports](#)



Communication

- **Members**

- Formation & News Tipsheet (*mid month*)
- The Society Page (*end/top of month*)

- **Priest**

- Meeting Schedule
- Annual Report

- **Parish**

- Bulletin Announcements
- Parish Social Media
- Client Stories
- Annual Report
- Ministry Fairs



Optional: New Member Coord.

Secretary may assist as New Member Coordinator

- If requested by Conference President

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

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Optional: Succession Planning

Remind Conference of Regular Elections

- Only the President's role is elected
- Presidents may serve no more than two, three-year terms
- Should be re-elected after first three-year term before continuing
- All other Officers are appointed by the President
- Terms end Sept. 30
- Terms begin Oct. 1

Help By

- Encourage a Nominating Committee to form 6-12 months ahead
- Inform the Council of changes

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

- Include time for [Reflection Discussion](#)

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

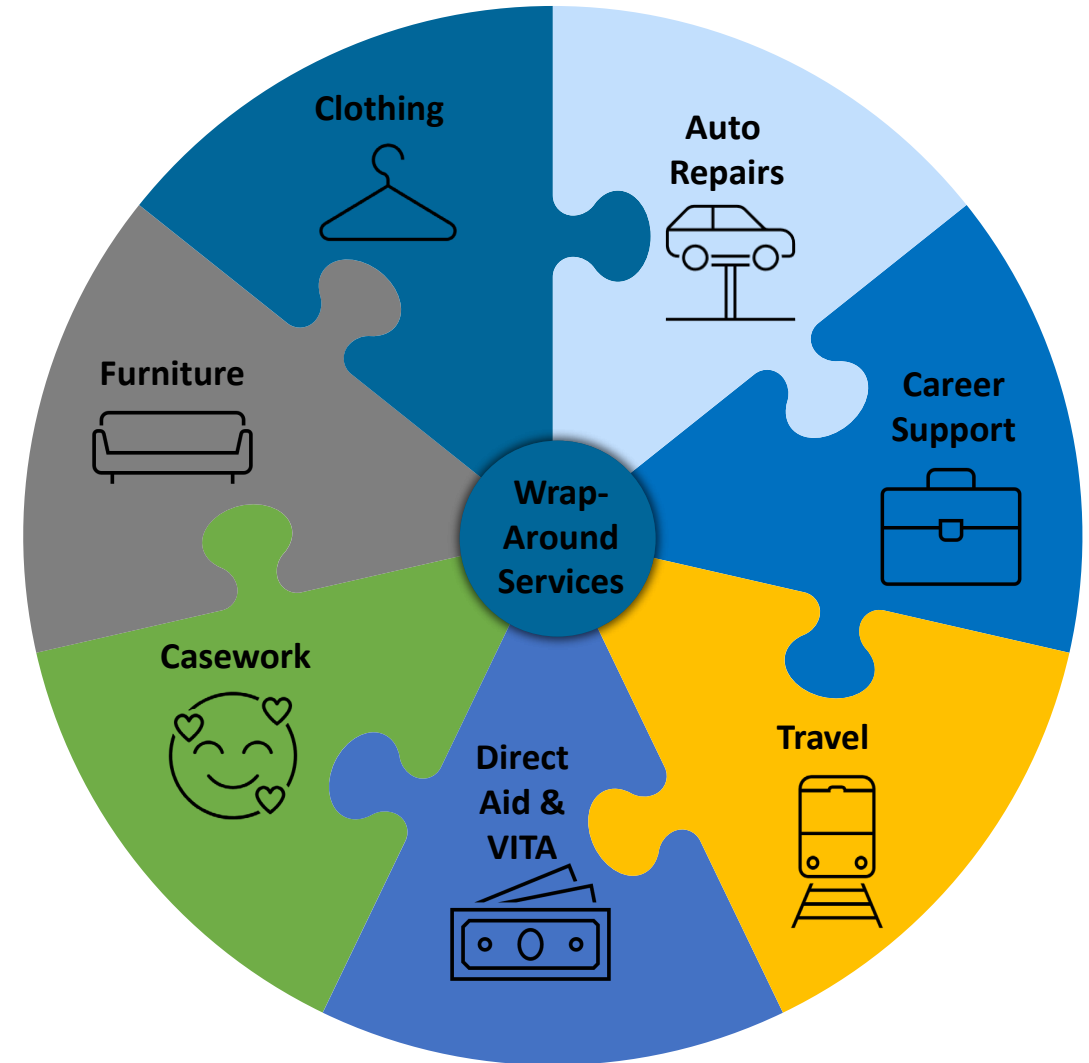
Use “*The Spirituality of the Home Visit Journal*”

- 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.

Fiscal Year Ends Sept. 30

- Close cases
- Remind all volunteers to update their hours
- 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.
- Encourage



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Archdiocese of Atlanta

Group Explorer: [National](#) ▶ [Southeast Region](#) ▶ [Archdiocese of Atlanta](#) ▶

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Group Type:
Diocese

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GEORGIA

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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](#)



Resources

VINCENTIAN UNIVERSITY

svdpgeorgia.org/vincentian-university

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

CONTACT US

VincentianServices@svdpgeorgia.org

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.

